

Guidelines for enrolment in the Doctoral School

- 1) Enrolment in the Doctoral School takes place at the request of a department on the basis of an academic assessment of the candidate's qualifications as well as the quality and feasibility of the project. The project description on which the assessment is based must be prepared by the candidate herself/himself, regardless of whether the project is independent or included as a subproject in a larger project.
- 2) The academic assessment is carried out by a specially appointed committee or expert associate professor or full professor. The appointment is made by the head of department. The assessment must be made with impartiality and at arm's length to the applicant and the project. Among other things, this means that a research leader or principal investigator with the necessary funds for the employment of a PhD student for a subproject cannot participate in the assessment unless it is done after an open call and by an otherwise independent assessment committee. A proposed academic principal supervisor cannot make the professional assessment alone but is allowed to participate in an otherwise independent assessment committee.
- 3) The assessment must review the quality and feasibility of the project and may in that context offer critical remarks and point out deficiencies, but it *must* also provide one or more arguments *for* enrolment in order to be approved by the PhD committee. If the candidate's MA thesis mark is lower than 10, the assessment must argue specifically for the person's research potential despite the lower mark.
- 4) As a rule, the Doctoral School enrolls only full-time PhD students. Experience shows that research work often yields to other work commitments and has difficulty proceeding optimally within a limited weekly time frame. If special circumstances prevent a full-time PhD study programme, the department's request for enrolment must be accompanied by a special justification and argumentation for the project's feasibility within the desired part-time arrangement.
- 5) Enrolment is approved on the condition that the department allocates DKK 30,000 in course fees (DKK 10,000 per year for three years) and a basic travel account of DKK 30,000 for travel in connection with courses outside SDU, conferences and change of research environment. This also applies to the enrolment of fully or partially self-financed PhD students and any non-paying students.
- 6) Enrolment also presupposes that the department provides compensation for a supervisor, and that the PhD student is offered normal work facilities (such as office space, computer, access to the university library, etc.).
- 7) Upon enrolment, the department proposes a principal supervisor (and optionally a co-supervisor) to be approved by the head of the Doctoral School. The principal supervisor

must, as a rule, be a permanent staff member at the faculty, while the co-supervisor can be internal or external. Approval of the principal supervisor presupposes that the person in question has participated in the Doctoral School's supervision course within the past five years, or that the person concerned undertakes to participate in the next course available. Co-supervisors (internal as well as external) are offered participation in the course.

8) Supervision must be undertaken ensuring an arm's length to the funding of the specific PhD position. This means that if a research leader or principal investigator with external funding for the employment of a PhD student is appointed as the principal supervisor, a local 'co-supervisor' must also be appointed who is not covered by the project grant or otherwise part of the larger project, and whose role is simply to serve as a mentor for the PhD student. The mentor can, but does not have to, also serve as an academic co-supervisor.

9) Upon request, the Doctoral School can provide a guarantee of enrolment for a potential PhD student (e.g. in connection with applications for external research funding). The procedure for this is identical to the procedure for ordinary enrolment, as described above.

10) Submission of a PhD dissertation without prior study in accordance with the Ministerial Order, section 15, subsection 2, does not presuppose enrolment in the Doctoral School. Applications for this are submitted directly to the relevant department, which then forwards its recommendation in the case to the dean.

11) The Doctoral School does not enrol students who have already completed a three-year course of study in another doctoral school without obtaining a degree, or who have had a PhD thesis rejected at another university. At the request of a department, the Doctoral School may enrol PhD students to complete a study programme/dissertation that was started at another doctoral school, provided this takes place within a total time frame of three years and with an academically sound and appropriate distribution of ECTS points, dissemination and environmental change.

12) The Doctoral School does not enrol students for distance learning but refers them instead to the possibility of submitting a dissertation without completing a prior study programme in accordance with section 15 (2) of the Ministerial Order (see paragraph 10 above).

NB1: Please note that it is always possible to apply to the PhD Board for a dispensation from the local faculty rules, but *not* from the Ministerial Order.

NB2: At departmental requests the Doctoral School welcomes PhD students from other Danish universities and from abroad as 'visiting students' without enrolment, cf. the following link:

https://www.sdu.dk/en/forskning/phd/phd_skoler/phd_humaniora/visiting+phd+students