

## Guidelines for the PhD plan

During the first months of the PhD programme you have the opportunity to adjust and further develop your project description. This will then form part of your PhD plan, which must be approved by the PhD Board no later than three months after your project start date.

The purpose of the PhD plan is to:

- to ensure that the PhD student and the supervisor carefully consider and formulate the aim, contents and timeframe of the three-year programme in detail;
- to enable the PhD Board to assess the soundness and the quality of the study plan and its components;
- to form the basis of the regular evaluations, which are essential to the continuation of the programme throughout the three-year enrolment;
- to make it possible (at the end of the project) to assess whether the programme has been satisfactorily completed and whether the results are in alignment with the planned project.

The PhD plan must therefore contain:

- a description of the PhD project, typically based on the project description that was submitted with the initial application for the PhD position;
- a specification of doctoral programme affiliation;
- a specification of the form of dissertation: monograph or a compilation of articles ("anthology" dissertation) – if the anthology form is chosen any intended co-authorship must be accounted for;
- the choice of language for the dissertation: Danish or English (if any other language is suggested, specific arguments must be provided – other languages are rarely accepted);
- a timeframe of the project and an outline of the envisioned distribution of work across the six semesters (the last two semesters should be reserved for finishing the dissertation);
- an agreement about the form of supervision for the first year on the basis of the supervisor and the PhD student's exchange of mutual expectations;
- a preliminary plan for the change of environment (a final arrangement must be in place by the first-year evaluation);
- knowledge dissemination plans (i.e. plans for teaching if no other arrangements have been made with the department) – all dissemination/teaching should be finished by the end of the fourth semester;
- any agreements concerning author's rights, e.g. if the PhD programme is carried out as a collaboration between two or more institutions/parties;
- a budget indicating any expenses exceeding the normal grant (travel funding beyond the basic travel account, special equipment, advanced software packages, access to corpora or

archives, fieldwork expenses, etc.). Many students without special needs can simply state that they intend to spend their basic travel funding on travels in connection with courses (outside SDU), conferences and their change of environment, and that they themselves will apply for additional funding if they need it.

In case changes in the PhD plan are needed after PhD Board's approval, the student may submit one or more addenda to the PhD Board. Changes relating to coursework, dissemination and the change of environment do not require an addendum. Addenda must be approved and signed by both supervisor and head of department before submission.