

**Application for approval of completed course activity***Applications for approval of completed course activity must be submitted along with the PhD Plan, the status seminar, the mid-term evaluation or the third 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****.*

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

|  |  |
| --- | --- |
| **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*](mailto:phdsek@sam.sdu.dk)

**Procedure description wrt. approval on PhD course activities**

The purpose of this document is to give a comprehensive and updated overview over rules and procedures connected to approval on PhD course activities, supplemented with additional explanations.

PhD course and other study activities must be approved by the PhD Committee upon application:

<https://www.sdu.dk/en/forskning/phd/phd_skoler/phduddannelsen_under_samfundsvidenskab/blanketter>. The PhD student is responsible for sending the for together with the necessary material for assessment of the activity’s content and level.

Rules for approval of courses and course portfolios are described at the PhD School’s home page:

<https://www.sdu.dk/en/forskning/phd/phd_skoler/phduddannelsen_under_samfundsvidenskab/studieelementer/kurser>.

Regarding level, PhD course must fulfill the qualification frame set forth by the Ministry of Education and Research, level 8: https://ufm.dk/en/education/recognition-and-transparency/transparency-tools/qualifications-frameworks/levels/level-8?set\_language=en&cl=en

**Extending and supplemental description of the above rules and principles / practice:**

* PhD courses which are approved by faculties of business and social sciences at other Danish universities are approved by the chairman[[1]](#footnote-1) of the PhD Committee with same ECTS as set by these.
* Courses which are approved from universities abroad, at non-university research environments or other faculties than business and social sciences faculties at other Danish universities must be assessed by the PhD Committee.
* Courses and course activities which are not specifically PhD courses may to a limited extent be approved on. Examples can be academic days in a professional organization etc. Such activities, as well as the ECTS is conditioned on the PhD Committee’s assessment of the course’s scientific content, level and relevance for the PhD project.
* M.Sc. courses, which are assessed by the principal supervisor as relevant for the project, can be approved with half of the ECTS for M.Sc. students.
* Advanced courses at universities abroad, which are offered to both M.Sc. and PhD students can upon application be approved with a higher ECTS. Typically, this will be 2/3 of the M.Sc. ECTS.
* Participation in a scientific conference can be approved as a course activity with 1 ECTS. An additional 1 ECTS can be granted if a paper is presented at the conference. A maximum of 2 ECTS can be granted for the same conference and is conditioned on submission of documentation for the PhD student’s contribution, for example a programme where the PhD student’s name is mentioned. Generally, a maximum of two conferences can be approved.
* Self-study or reading group under supervision of a lecturer. It is requested that some sort of evaluation or exam is included in such a course.
* Courses in dissemination and teaching methods for PhD students should not be part of the course portfolio, but may conveniently be part of the knowledge dissemination responsibility

**For most of the above course activities a scientific assessment in the PhD Committee is requested. This will be further outlined below:**

* Courses of less than 5 ECTS are assessed and approved by the chairman of the PhD Committee.
  + According to the PhD Committee’s delegation of authority to the chairman this includes screening of ALL course activities of less than 5 ECTS. Besides, the chairman can approve 1) the PhD students’ participation in conferences 2) the PhD students’ participation in courses at other business and social sciences PhD schools in Denmark 3) courses held by doctoral programmes in which our faculty participates, and 4) courses taken at acknowledged universities abroad where the level and content is transparent.
* Courses at 5 ECTS or above must be approved on by the PhD Committee, either at a meeting or via a written hearing.
* Courses which haves been approved within the last two years are approved by the chairman of the PhD Committee.
* A scientific assessment by the PhD Committee consists in a balancing of the course’s scientific level and content. 1 ECTS is equivalent to 25-30 hours of work at a PhD level. The PhD student is responsible for submitting documentation in the form of course programmes or similar, together with documentation for having participated and passed the activity.

**The course portfolio**

The course portfolio is adjusted to the individual PhD student’s project and research interests. The principal supervisor must ascertain that there is a sufficient scientific spread in the composition of courses and that the scientific level of the courses is sufficiently high.

*The following requests must be adhered to in the course portfolio:*

* At least half (15 ECTS) of the course portfolio must be proper PhD courses with a scientific content
* All PhD students must follow a compulsory course in ”Responsible Conduct of Research”.

Besides, there can for the individual scientific areas be specific requests to the course portfolio, including inclusion of specific courses.

The PhD School recommends that at least 15 ECTS of courses are approved on at the first year / mid-term evaluation and that a plan for the remaining course activities is present so that all course activities are completed at the second year / third evaluation.

PhD courses offered by the PhD School are announced via [the PhD School's](https://www.sdu.dk/en/forskning/phd/phd_skoler/phduddannelsen_under_samfundsvidenskab) home page under "[Courses](https://www.sdu.dk/en/forskning/phd/phd_skoler/phduddannelsen_under_samfundsvidenskab/kurser)" and via the portal [www.phdcourses.dk](http://www.phdcourses.dk). Information on courses provided from other national or international educational institutions or doctoral programmes can inter alia be sought via the home page.

***/Approved on by the PhD Committee March 27 2019***

1. Upon delegation of power from the PhD Committee [↑](#footnote-ref-1)