

Guideline PhD course descriptions

This guideline ensures that you remember to hand in all the relevant information for approval of PhD courses by the PhD Committee plus for advertisement of the PhD course in the database(s).

Certain parts of the course description are compulsory and must be filled in – these are marked with * in the guide.

You are welcome to print the guideline but please note that it is dynamic and will be edited regularly!

See example of a PhD course description: <https://phdcourses.dk/Course/54510>

Parts of the course description – PhD courses:

Title*

English and/or Danish (only if the course has a Danish title)

Teaching language*

As a rule, all TEK courses are taught in English unless all attending students and the teacher are native Danish speakers.

ECTS*

The workload of the module is given in ECTS and full-time equivalent (1 full-time equivalent = 60 ECTS)

Period*

Time of year and/or dates. If these data are not yet present: For information on the exact time and place and how to sign up, email to [NAME, EMAIL, PHONE].

Offered in*

Town and/or address. If these data are not yet present: For information on the exact time and place and how to sign up, email to [NAME, EMAIL, PHONE].

Registration

If these data are not yet present: For information on the exact time and place and how to sign up, email to [NAME, EMAIL, PHONE].

Link to the course description

Unless the PhD course has its own webpage, this link is used: www.sdu.dk/tek/phdschool.

Lecturer responsible for the activity*

Name, email and department

Prerequisites

Mandatory (incl. specific competences necessary to take the course) and/or Recommended (example: It is recommended that he course)



A typical prerequisite is that the students have:

- a. acquired knowledge in a certain subject area and at a certain level
- b. completed certain courses (*forudsætningsfag*)

In principle, students who fail to meet the prerequisites cannot register for the course. However, checking whether the students meet the prerequisites is a huge administrative task, which is why it is recommended to limit the use of prerequisites as described in items b. and c. above.

Re item a) Recommended/advisory subject areas or courses:

In general, recommended academic qualifications are considered relevant information to students as well as teachers (i.e. what the students are expected to know before taking the course).

Content (key areas)

There are no special requirements to the description of the content or key areas of the course.

Learning outcomes*

The learning outcomes are the learning objectives to be tested at the exam. It is not a description of the course content!

Learning objectives must always be divided in knowledge, skills and competences.

Learning objectives must be operational and measurable, i.e. describe what the student is expected to achieve upon completion of the course. For example, that the student is able to reflect on acquired knowledge, to evaluate and choose between various solutions, to communicate/disseminate knowledge, etc.

Teaching method (instruction)

If relevant, what form of teaching methods is used (e.g. classroom instruction, theory, exercises, project work).

Examples:

Lectures, exercises, company visits and project work. Details will be available in the semester plan.

Teaching is conducted with 28-30 lectures followed by independent assignment work. A certain level of study activity during assignment work as well as preparation for and follow-up on lectures are expected. Students will have access to the university's e-learning platform.

Teaching is a mixture of lectures, laboratory exercises and assignments in teams of 2-4 students. During the course the students will conduct a series of calculations in separation processes.



Examination conditions

Any conditions which must be met for the student to register for/attend the exam, i.e. submission of papers, participation in class. Examination conditions must be precise and how to meet them must be verifiable. Examples:

Following is a prerequisite to attend the exam:

- Participation in class (80%).

To participate in the final exam, it is a condition that the two compulsory projects in financial and management accounting are approved by the teacher and handed in on time and in accordance with the requirements specified at the start of the semester.

Following is a prerequisite to attend the final project exam:

- Portfolio assignments have to be submitted on time and in accordance with the requirements specified in the semester plan.

Following is a prerequisite to attend the final project exam:

- Participation in all compulsory laboratory exercises as well as submission of all laboratory reports on time and in accordance with the requirements specified at the start of the

Evaluation*

1. Description of evaluation of the course (e.g. written in situ exam or that the grade is based on an overall assessment of ...). It can be e.g. oral exam, oral defence of project report, written exam, submission of report, or a combination of various forms of examination.
2. Assessment - 7-point grading scale or pass/not pass
 - The assessment will always be based on an overall assessment of the student's achievements of the learning objectives, also when they are made up of several different activities such as, e.g., project report and oral examination. If the examination is a combination of several parts/tests, it must always be stated that the grade is based on an overall assessment.
3. Second examiner - internal, external, none (i.e. assessed by lecturer)

Other information/Comments

E.g. if there is a limited number of seats in the course.