

**Updating the PhD plan**

*In addition to the regular evaluations, the course of the PhD programme must also be evaluated if major changes are made in the PhD project or other elements of the PhD plan. Examples of major changes are significant changes in the research design, data or theory foundation. There may also be major changes in timetables, including delays in connection with subsidiary elements. Finally, there may be changes in the form of the thesis, changes in the location or duration of study periods abroad, or major changes in the course programme or communication activities. In cases where such changes are made, the PhD student and his/her principal supervisor must jointly write a report describing the changes and the reasons for them. The report must be forwarded to the PhD School Secretariat. The principal supervisor is responsible for forwarding the report.
The principal supervisor forwards a statement of the course of the programme to date and of the planned changes in relation to the PhD plan, as well as an assessment of the probability that the PhD student will be able to complete the programme in accordance with the PhD plan, together with the report describing the changes. The statement must either confirm that the PhD study programme will be performed in accordance with the PhD plan or provide an account of any adjustments that may be necessary. The PhD student must be given a copy of the statement and is allowed two weeks to comment on it.*

*The Head of PhD School decides whether the PhD study programme has been performed satisfactorily on the basis of the updated PhD plan and the principal supervisor’s statement. Please visit the PhD website:* [*http://www.sdu.dk/sam/phduk*](http://www.sdu.dk/sam/phduk) *for further information about the updated PhD plan.*

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| **Name:** | **Department:**  |
| **Title of the PhD project:**  | **PhD programme:**  |
| **Any connection to other researcher training programmes:** | **Start of the PhD Study:** *(Date)*  | **Expected termination of the PhD study:***(Date)*  |
| **Principal supervisor:**  | **Co-supervisors:**  |

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| **Schedule for the entire PhD course of study*****(Detailing the planned deadlines for the PhD course’s various elements)*** |
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| **Agreement on the extent of supervision** ***(Please state the number of supervisory hours held per semester and the number of supervisory hours expected per semester in the future.)*** |
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| **The role allocation between the principal supervisor and the co-supervisor** ***(Please specify role allocation between these people, as well as the extent to which they are available to the PhD student)*** |
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| **Plan for the PhD project*****(A project description for the research project, including specification of research questions, theory and methodology, as well as a description of any subprojects and milestones. Approx. 5-10 pages)*** |
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| **Plan for the form the PhD thesis will take** |
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| **Plan for PhD courses*****(The PhD courses must be determined in consultation with the principal supervisor. Course descriptions should be enclosed if possible)*** |
| **Course title** | **Type** | **Name of institution offering the course** | **Researcher training programme***(If yes – mark X)* |  **ECTS points** |
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| **Plan for participation in research activities – including periods spent at other, mainly foreign, research institution*****(If the PhD plan does not include stays abroad a brief statement must be enclosed)*** |
| **Name of institution/country** | **The stay starts**   | **The stay ends** |
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| **Comments:**  |

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| **Plan for knowledge communication*****(Gaining of experience of teaching activities or other forms of knowledge communication. The overall scope of knowledge communication must be at least 300 working hours regardless of the PhD student’s employment conditions)*** |
| **Type** | **Working hours** |
| Teaching |  |
| Participation in educational training and tutoring |  |
| Tutoring of students |  |
| Preparation of books, contributions to books, articles, features or posters |  |
| Industrial PhD student’s business report |  |
| Lectures |  |
| Other |  |

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| **Agreements on copyright*****(If the PhD is conducted in cooperation with several partners, the PhD plan must include an agreement on copyright and rights to data collected. Any restriction must be approved by the Dean on the recommendation of the Head of PhD School. Unless special circumstances apply, the thesis should be published)*** |
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| **Funding plan*****(The PhD plan must specify whether the PhD study is funded by internal or external means)*** |
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| **Statement from the principal supervisor*****(A statement from the principal supervisor on the PhD plan and the PhD student’s requirements in relation o the plan, including an assessment as to whether the student can realistically complete the plan within the PhD period)*** |
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| **Signatures** |
|  | **Date** | **Name** | **Signature** |
| **Head of Department** |  |  |  |
| **Principal supervisor** |  |  |  |
| **PhD student** |  |  |  |
| **Company supervisor[[1]](#footnote-1)** |  |  |  |
| **Third part supervisor[[2]](#footnote-2)** |  |  |  |

 *The completed form must be sent to the PhD School of
The Faculty of Business and Social Sciences on* *phdsek@sam.sdu.dk*

*The form may be accompanied by signatures by e-mail or digitally signed.*

1. Compulsory for Industrial PhD students [↑](#footnote-ref-1)
2. If a third parts supervisor is connected to the Industrial PhD project [↑](#footnote-ref-2)