

# PhD thesis presubmission guidelines

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Graduate School of  
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## Assessment committee suggestions - approach and criteria

The main supervisor should contact the proposed members of the assessment committee after consultation with the PhD student and any co-supervisor. At least two months before submission of the thesis, the supervisor or the PhD student should submit a request for appointment of the assessment committee, accompanied by an abstract of the thesis (max. 2 pages).

## Assessment committee members' eligibility

The following requirements apply:

1. The assessment committee must comprise three recognised researchers within the relevant field.
2. Members of the committee must be at associate professor, professor or senior researcher level.
3. Two members must be from an institution other than SDU.
4. One member must be from an international institution unless this is not practicable considering the subject in question.
5. The chairman should be chosen from among the Faculty's associate professors or professors. He or she must have insight into the research area, but must not otherwise have been involved in the PhD study.
6. The PhD student's supervisors may not be members of the assessment committee, but the principal supervisor assists the assessment committee without voting rights.
7. Members of the committee (chairman and members from other institutions) should not have a close working relationship with any of the supervisors or the PhD student. This entails that they may not:
  - a) be from the same Research Unit as the main supervisor or the PhD student. The chairman may be from the same Department where special considerations apply.
  - b) previously have supervised the student, for example during a Master's thesis.
  - c) be a co-author of any article or manuscript that is part of the thesis
  - d) have published together with the PhD student
  - e) have published recently (<5 years) together with the principal supervisor or co-supervisors

With respect to ineligibility, the general rules of SDU apply in addition to the circumstances noted here.

## Examples of ineligibility

- 1) Personal interest in the result
  - a) When there is collaboration in the scientific investigations on which the thesis is based
  - b) When there is co-authorship of the papers included in the thesis

- c) When there is a professional or employment relationship between a proposed assessor and the main supervisor
- d) When there are other circumstances, such as a close professional relationship, that may lead to the habit of assessing one another's PhD students

## 2) Marriage, kinship, etc.

Clearly there is ineligibility in relation to assessment of a thesis written by one's partner, child, sibling or sibling's child. The same must apply to any other close relationship, including a steady partner and a custodial relationship. For close relationships other than immediate family, there needs always to be a real and individual assessment of whether ineligibility exists.

## 3) Friendship and enmity

Especially close friendship or pronounced enmity can cause ineligibility. Normally one ought only to assume ineligibility where friendship or enmity is quite clear and not negligible in extent. It is, however, a condition for claiming ineligibility on account of enmity that the conflict is mutual. One party can not cause another to be ineligible only by claiming or attempting to provoke antagonism. Normal collegial sympathy does not entail ineligibility. The same applies to professional disagreement within the realm of academic discourse.

### **Duty to state awareness of ineligibility**

It is every person's duty to inform the leadership if one knows of any circumstances that could raise doubts about the impartiality of anyone proposed as a member

### **Final submission of the PhD thesis**

The thesis will be sent out for assessment within one week from its delivery to the Graduate School. The assessment committee will be given 6 weeks to complete their recommendation. July does not count and some consideration is given, for example, to the Christmas holiday. The recommendation will be sent for comment to The Committee Concerning Academic Theses (maximum 14 days), and there must be an interval of at least 14 days from the official announcement of the defence until it takes place.

As stated in the official PhD circular, the PhD defence must take place within 3 months of submission of the PhD thesis.

### **Questions or comments**

Please contact the graduate school with any questions or comments or to go website

[www.sdu.dk/healthphd](http://www.sdu.dk/healthphd)

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