

Regulations and Curriculum

Doctoral School of the Humanities
Aalborg University

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INTRODUCTION

Doctoral School of the Humanities at Aalborg University offers PhD education pursuant to Ministerial Order No 1039 of 27 August 2013 on the PhD Programme at the Universities and Certain Higher Artistic Educational Institutions (PhD Order), cf. the Danish University Act (*Universitetsloven*) and Statutes of the self-governing institution Aalborg University.

The aim of the doctoral school is to strengthen the profile of the faculty as a modern cross-disciplinary faculty of humanities studying various forms of creation of meaning in close cooperation with the surrounding society.

The purpose of the doctoral school is to create a framework for a PhD programme characterised by quality and a high international standard and to ensure that the PhD programme continues to develop in cooperation with the national and international research society, private companies and the public sector.

Doctoral School of the Humanities offers doctoral education under the following doctoral programmes:

- Music Therapy – Department of Communication and Psychology
- Human Centered Communication and Informatics (HCCI) – Department of Communication and Psychology
- Cultural Psychology – Department of Communication and Psychology
- Interdisciplinary Discourse Studies – Department of Culture and Global Studies and Department of Communication and Psychology
- Culture and Global Studies - Department of Culture and Global Studies
- Education, Learning and Philosophy – Department of Learning and Philosophy

The six doctoral programmes under Doctoral School of the Humanities relate to different academic fields, and consequently the individual programmes may, within the framework of this curriculum, lay down specific requirements. The following will describe the general requirements and rules regulating the PhD programme under Doctoral School of the Humanities.

The curriculum follows the structure of the PhD Order and contains, in addition to the provisions of the PhD order, specific rules laid down by the PhD study board, pursuant to section 25 of the PhD order.

Persons and boards central to the PhD programme

The dean

The dean carries the overall responsibility for the PhD programme. The dean appoints the director of the doctoral school, the programme directors, the chair of the PhD study board, and approves the curriculum of the PhD programme, follows up on the evaluation of activities in the doctoral school upon recommendation from the director of the doctoral school, and determines the teaching obligation of the PhD students.

The director of the Doctoral School

The director of the doctoral school appoints PhD supervisors and approve PhD students upon recommendation from representatives of the PhD study board. Furthermore, the director of the doctoral school is responsible for the study elements of the PhD programme. The director of the doctoral school carries the overall responsibility for the implementation and quality of the PhD programme, i.e. for the overall planning and evaluation of doctoral school activities. The director makes recommendations to the dean regarding follow-up on evaluations.

The head of department

The head of department is the head of staff of PhD students at the department. The head of department is also responsible for offering the PhD student a workplace and for the administration of the PhD student's financial means for participation in courses, conferences, etc.

The PhD study board

The PhD study board makes recommendations to the director of the doctoral school regarding the internal rules of the doctoral school, evaluations of the PhD programme and supervision. It is also the responsibility of the PhD study board to make recommendations to the dean regarding all matters of significance to PhD education and supervision.

The PhD study board must approve PhD courses, applications for credit transfer and make recommendations regarding the composition of assessment committees.

The programme director

The programme director is responsible for the academic contents of the programme and for offering subject-specific academic courses and other relevant academic activities within the area of the doctoral programme. It is also the responsibility of the programme director to establish and maintain a relevant national and international research network in order to provide a possibility for the PhD student to become acquainted with other research environments.

The principal supervisor

The principal supervisor is responsible for the PhD programme of the individual PhD student. The principal supervisor assists the PhD student in planning the PhD programme and acts as a sparring partner in discussions of research questions pertaining to the PhD project. The principal supervisor assists in working out the PhD plan, choosing courses and study visits abroad, etc. Secondary supervisors may be affiliated to the PhD project.

1. PURPOSE, STRUCTURE ETC.

The Ministerial Order on the PhD Programme¹

1.-(1) *The PhD programme is a research programme aiming to train PhD students at an international level to undertake research, development and teaching assignments in the private and public sectors, for which a broad knowledge of research is required.*

(2) *The PhD programme mainly comprises active research training under supervision.*

2.-(1) *The ministerial order applies to PhD programmes at the universities and at the higher artistic educational institutions under the Ministry of Science, Innovation and Higher Education.*

(2) *The institutions, see subsection (1), may award the PhD degree within fields within which they carry out research and within which they have set up a PhD school, either independently or in cooperation with other institutions covered by the ministerial order.*

3.-(1) *The PhD degree is awarded to students who have successfully completed the PhD programme, see, however, section 15(2) and (3), and successfully defended their PhD thesis.*

(2) *Persons who have been awarded a PhD degree have the right to use the title PhD.*

4.-(1) *The PhD programme is equivalent to 180 ECTS points and normally takes the form of full-time studies; however, the institutions may lay down rules providing for part-time studies.*

(2) *60 ECTS points correspond to one year of full-time studies.*

Rules applying to Doctoral School of the Humanities at Aalborg University

1. The PhD programme may be organised as part-time studies. Part-time study periods may vary from 4 to 6 years.
2. Leave for academic or personal reasons may be granted in special circumstances in agreement with the principal supervisor and the programme director, and on the basis of a reasoned application to the head of department and the director of the doctoral school.
Decisions concerning leave are made on the basis of an individual assessment and in consideration of the further completion of the PhD programme. Where leave is granted, the admission period is extended accordingly and the PhD plan must be adjusted and approved before the PhD student re-enters the PhD programme.
PhD students on leave are not offered supervision, office space, courses etc. during the period of leave.

¹ Translator's comment: Throughout this translation, text quoted from the PhD Order is copied from the translation provided by the Ministry of Higher Education and Science.

2. ADMISSION ETC. TO THE PHD PROGRAMME

The Ministerial order on the PhD Programme

5.-(1) Admission to the PhD programme is based on a Master's degree or equivalent.

(2) The university may decide to let the PhD programme start in connection with a Master's programme; however, it must be ensured that the entire study programme has the scope and level described in sections 1 and 4. The university lays down rules thereon.

(3) Students admitted under subsection (2) must have the opportunity to complete the Master's programme.

6.-(1) The institution decides who is to be admitted as PhD students. The institution's rules must stipulate the criteria on which admission is based.

(2) The PhD student is enrolled administratively on the PhD programme.

Rules applying to Doctoral School of the Humanities at Aalborg University

3. Applications for admission on the basis of other Danish or foreign examinations will be assessed on the basis of information about the level and contents of the study programmes in question. The level of the study programme as a whole must be equal to that of a 300 ECTS master's degree.
4. Furthermore, Doctoral School of the Humanities bases admission on the following criteria:
 - 1) The PhD project proposed by the applicant must fall within the scope of one of the doctoral programmes of the doctoral school
 - 2) The applicant is considered to possess the necessary academic qualifications to be able to complete the PhD programme within the estimated time schedule
 - 3) The research topic, cogency, clarity, and feasibility of the project proposal
 - 4) Completed projects, published works etc., which may have been prepared in connection with or following the applicant's master's programme
 - 5) The applicant is considered to possess the necessary language proficiency to be able to complete the PhD programme within the estimated time schedule.
The entry requirements for applicants from outside of Scandinavia and countries where English is not the official language are:
IELTS (band score): 7
TOEFL (paper-based): 600
TOEFL (internet-based): 100

3. CONTENTS OF THE PHD PROGRAMME ETC.

The Ministerial order on the PhD Programme

7.-(1) *The PhD programme is set up in accordance with rules laid down by the institution.*

(2) During the programme, the student is required to:

- 1) Carry out independent research work under supervision (the PhD project).*
- 2) Complete PhD courses or similar study elements totaling approx. 30 ECTS points.*
- 3) Participate in active research environments, including stays at other, mainly foreign, research institutions, private research enterprises etc.*
- 4) Gain experience of teaching activities or other form of knowledge dissemination which is related to the student's PhD project.*
- 5) Complete a PhD thesis on the basis of the PhD project.*

(3) The institution may approve on a case-by-case basis that the PhD programme does not comprise one or more of the elements described in subsection (2), nos. 1-4, if the institution finds that the PhD student has completed other study elements that are comparable to the above (credit transfer).

8.-(1) *For each PhD student, the institution designates a principal supervisor who is responsible for the overall PhD programme. The principal supervisor must be a recognised researcher within the relevant field, be employed by the institution and affiliated with the PhD school.*

(2) On its own initiative or following an application from the PhD student, the institution may:

- 1) Appoint other supervisors, who must be qualified within the relevant field.*
- 2) Replace the principal supervisor and other supervisors.*
- (3) The institution offers the PhD student a teaching course.*
- (4) The institution offers the PhD student teaching guidance.*
- (5) The institution ensures that the required resources are available for the PhD student to complete the PhD programme as laid down in the student's PhD plan.*
- (6) The institution lays down rules for the supervision provided to the PhD student.*

Rules applying to Doctoral School of the Humanities at Aalborg University

5. Compulsory courses may be specified by the individual doctoral programme.
6. The PhD student must prepare a preliminary course plan in consultation with principal supervisor and the programme director, as part of the PhD plan. The programme director ensures that the courses are relevant for the PhD programme and of an adequate academic standard.
7. The Basic course in University Pedagogy, which is offered regularly at AAU Learning Lab is compulsory for PhD students at Doctoral School of the Humanities with a teaching obligation at AAU.
8. Participation in conferences may release ECTS points provided that the PhD student participates actively, for example by giving a presentation. ECTS points are approved with the bi-annual progress report, where course certificates from the evaluation period and, if relevant, the application form for approval of conference-ECTS points, must be enclosed.
9. PhD students are obligated to participate actively in other research environments outside the faculty, mainly through study visits to foreign research institutions.
10. Study visits to other research institutions are usually of a duration of 3-6 months. The study visit may, however, be divided into shorter intervals during the course of the PhD programme. The study visit must be approved by the programme director.
11. The dean lays down the teaching obligation of PhD students at the faculty. The teaching obligation at Faculty of Humanities is 600 hours for PhD students employed by AAU.

12. On the basis of expert assessment, the PhD study board may approve a reduction in the stipulated three years of full-time studies upon application from the PhD student, in connection with the application for enrolment as a PhD student.
13. The director of the doctoral school appoints a principal supervisor prior to the enrolment of the PhD student. The supervisor is appointed upon recommendation from the head of department and the programme director.
14. The principal supervisor must be a researcher employed on a permanent basis at Aalborg University, possessing qualifications corresponding to professor, associate professor or senior researcher level and must be an expert in the field of the PhD project.
15. It is recommended that one or more secondary supervisors are appointed. Supervisors are appointed by the director of the doctoral school in consultation with the programme director, and may be appointed at any time during the enrolment. The director of the doctoral school must ensure that the secondary supervisors have relevant academic background to act as supervisor for the PhD student.
16. 300 hours of supervision are allocated to the entire study programme. If several supervisors are affiliated, supervision hours will be distributed between them, in agreement with the PhD student. Secondary supervisors may have the majority of the supervision hours, however, the principal supervisor is still the one responsible for the overall PhD programme.
17. The doctoral school provides courses and seminars for PhD supervisors. It is compulsory to attend supervisor courses on a regular basis, if you act as principal supervisor at the doctoral school.

4. COMPLETION OF THE PHD PROGRAMME

The Ministerial order on the PhD Programme

9.-(1) *Within three months of the start of the PhD programme, the institution approves a research and study plan (the PhD plan) for the individual PhD student.*

(2) The PhD plan must, as a minimum, contain the following:

- 1) A schedule.*
- 2) An agreement on the type of supervision provided.*
- 3) A plan for the PhD project.*
- 4) A plan for PhD courses etc.*
- 5) A plan for participation in active research environments.*
- 6) A plan for teaching activities or other types of knowledge dissemination.*
- 7) Any agreements on intellectual property rights.*
- 8) A financing plan (budget).*

10.-(1) *At regular points in time during the PhD programme, the institution must assess whether the PhD student is following the PhD plan and, if necessary, adjust the plan. This assessment is based on an opinion from the principal supervisor, who, after having consulted the PhD student, confirms that the PhD programme is progressing in accordance with the PhD plan or justifies, in writing, why adjustments are required. The PhD student must be given the opportunity to submit his or her comments on the principal supervisor's opinion within a deadline of at least two weeks. In the assessment, the institution must take account of periods of documented illness, maternity/paternity leave and other approved leave. The institution lays down rules on the frequency of such assessments.*

(2) If the institution assesses that the PhD student is not following the PhD plan, in spite of any adjustments made to the plan, the student must be given three months to get back on course. The three months do not give rise to an extension of the PhD programme. The chance to get back on course in connection with a regular assessment pursuant to subsection (1) can only be given to the PhD student once during the PhD programme.

(3) The institution must make a new assessment as described in subsection (1) as soon as possible after the end of the three-month period.

(4) If the assessment described in subsection (3) is negative, the student is expelled from the PhD programme. The institution must inform any other employer(s) of the expulsion without delay.

Rules applying to Doctoral School of the Humanities at Aalborg University

18. No later than three months after admission, the PhD student must submit a PhD plan for approval. The deadline is three months for both full-time and part-time PhD students. The PhD plan must be approved by the principal supervisor, the programme director, and the head of the department. The PhD plan must contain the following and comprise about 10 pages:

- 1) A description of the PhD project including:
 - a) purpose
 - b) problem description
 - c) background and state of the art
 - d) reflections on the theoretical approach
 - e) reflections on the methodological approach
 - f) a list of relevant literature
- 2) A time schedule including milestones (project milestones and deadlines for publication within each six-month period)
- 3) An agreement on supervision
- 4) A tentative plan for PhD courses. Herein, it should be clarified, if, and in what form, participation in conferences will release ECTS points, if possible. The plan for PhD courses must be prepared in consultation with the principal supervisor.
- 5) A tentative plan for participation in other relevant research environments.
- 6) A tentative plan for teaching activities, seminars, articles and other types of knowledge dissemination.
- 7) An agreement concerning intellectual property rights

8) A financial plan (budget), excluding salary.

19. In connection with the PhD plan, the PhD student and principal supervisor ensure that there is a matching of expectations as regards the type, extent and contents of supervision.
20. The regular assessment of whether the PhD student is following the PhD plan and progressing as expected is carried out on a biannual basis for full-time PhD students and annually for part-time PhD students. The PhD student must complete the form for the portfolio document and upload it for approval with the principal supervisor, the programme director, and the director of the doctoral school.
21. If the PhD student does not follow the PhD plan and make progress as expected, the Faculty Office informs the PhD student of the negative assessment and ensures that formalities are complied with, cf. the PhD order §10 subsection (2).

5. THE PHD THESIS

The Ministerial order on the PhD Programme

11. *The PhD thesis must document the PhD student's or the author's ability to apply relevant scientific methods and to carry out research work meeting the international standards for PhD degrees within the field in question.*

12.-(1) *The institution lays down rules on the writing and submission of the PhD thesis.*

(2) A PhD thesis cannot be submitted for assessment by two or more authors jointly.

(3) The PhD thesis must contain an abstract in Danish and English.

(4) Any articles included in the thesis may be written in cooperation with others, provided that each of the co-authors submits a written declaration stating the PhD student's or the author's contribution to the work, see, however, subsection (5).

(5) The institution may lay down rules limiting the number of written declarations submitted pursuant to subsection (4). However, the main author of the article must always submit a written declaration pursuant to subsection (4).

13. *The PhD student's enrolment at the institution expires upon the submission of the thesis.*

14.-(1) *Within one week of the submission of the thesis, the principal supervisor must submit an opinion on the PhD programme as a whole, including the completion of the individual elements of the PhD plan, see section 9.*

(2) If the principal supervisor states in the opinion that the PhD programme is not completed satisfactorily, the PhD student must be given at least two weeks to comment on the principal supervisor's opinion.

(3) On the basis of the opinion of the principal supervisor, see subsection (1), the PhD student's comments, if any, see subsection (2), and the regular assessments, see section 10(1), the institution must determine whether the PhD programme has been completed satisfactorily.

15.-(1) *The thesis can only be accepted for assessment if the PhD programme is completed satisfactorily, see, however, subsections (2) and (3).*

(2) In special cases, the institution may decide that a thesis may be accepted for assessment without the author having completed the PhD programme, if the institution assesses that the author has in other ways acquired other comparable qualifications.

(3) The institution may accept a PhD thesis written by a PhD student from a foreign educational institution for assessment if the PhD student has completed a period of study at the Danish institution as part of a mutually obliging collaboration agreement on PhD training, including the assessment, defence, awarding of degrees etc., and if the institution assesses that the PhD student has acquired qualifications comparable with those acquired under a Danish PhD programme.

Rules applying to Doctoral School of the Humanities at Aalborg University

22. On completion of the PhD project, the PhD student submits the PhD thesis electronically through VBN, as stipulated in the AAU procedure for submission of PhD theses.

23. The PhD student's enrolment and employment will be terminated from the submission date, also if the PhD thesis is submitted before the expected end date.

24. The PhD thesis must be written in Danish, English or Norwegian. Should the PhD student wish to write in another language, he or she must submit a reasoned application to the programme director.

25. The PhD thesis must contain an abstract of max.10 pages in English and Danish.

26. The thesis may take the following forms:

a) A monograph. It is recommended that monographs do not exceed 300 pages.

b) An article-based PhD thesis consisting of three to six scholarly peer-reviewed articles or conference papers, published or suitable for publication as well as a linking text contribution. The contribution of the PhD student must be substantial and clearly marked as the contribution of the PhD student. It is recommended that the linking text contribution does not exceed 80 pages.

- c) A combination of a monograph and two or more articles. It is recommended that the monograph does not exceed 150 pages.

- 27. If articles are written in cooperation with others, the co-authors' declarations must be submitted separately.
- 28. The PhD student must submit a declaration stating whether the PhD thesis, as a whole or in parts, previously has been submitted for assessment with a view to acquiring an academic degree or a prize at an institution of higher education in Denmark or abroad.
- 29. If a PhD thesis consists of a publicly accessible part and a confidential part, the publicly accessible part alone must form the basis of the award of the PhD degree.
- 30. Within one week of the submission of the PhD thesis, the principal supervisor must submit an opinion in English on the PhD programme as a whole. The principal supervisor involves any other supervisors in the writing of the opinion. The supervisor's opinion must be signed by the director of the doctoral school, who certifies that the PhD programme as a whole has been completed satisfactorily.

The supervisor's opinion is enclosed as supplements to the PhD certificate and must

- 1) be written in English
 - 2) contain the exact title of the PhD thesis in English and Danish
 - 3) specify how the requirement concerning course activities has been complied with, cf. the PhD Order §7, subsection 2
 - 4) state how the requirement concerning participation in active research environments has been met, cf. the PhD Order §7, subsection 3
 - 5) state how the PhD student has gained experience with teaching or other form of knowledge dissemination, cf. the PhD Order §7, subsection 4
- 31. The decision as to whether a thesis may be accepted for assessment without the author having completed the PhD programme rests with the director of the doctoral school on the basis of an expert assessment of the qualifications of the author.

6. ASSESSMENT COMMITTEE

The Ministerial order on the PhD Programme

16.-(1) Upon the submission of the PhD thesis at the latest, the institution appoints an expert assessment committee composed of three members. The institution appoints a chairman from among the committee members.

(2) The members of the assessment committee must be recognised researchers within the relevant field. Two of the members must be external researchers, of whom at least one member must be from outside of Denmark, unless this is not practicable considering the subject in question. The PhD student's supervisors must not be members of the assessment committee; however, the principal supervisor assists the assessment committee without voting rights.

17. Immediately after having appointed the members of the assessment committee, the institution must inform the PhD student or the author thereof, see section 15(2). The PhD student or the author is entitled to object to the members appointed within a period of at least one week.

Rules applying to Doctoral School of the Humanities at Aalborg University

32. On the basis of a recommendation from the principal supervisor and the PhD study board, the director of the doctoral school appoints the expert assessment committee; the members must be professors, full-time employed associate professors or possess corresponding qualifications. The proposed chairman of the assessment committee must be employed at Aalborg University. The assessment committee must be composed of both male and female members, unless special circumstances apply.
33. The proposal must be accompanied by a short CV of external members. Before submitting the proposal, the doctoral programme must ensure that the persons in question are willing to join the assessment committee.
34. The PhD student must approve changes in the composition of the assessment committee during the assessment period. If the PhD student objects to the composition of the assessment committee, a new committee must be appointed.
35. During the assessment period, any contact between the assessment committee and the PhD student regarding the PhD thesis and the assessment, must go through the PhD administration.

7. PRELIMINARY ASSESSMENT OF THE PHD THESIS

The Ministerial order on the PhD Programme

18.-(1) *Within two months of the submission of the PhD thesis, the assessment committee must make its recommendation to the institution as to whether the PhD thesis fulfils the requirements for the award of the PhD degree. The month of July is not included when calculating the two-month deadline. The recommendation must be reasoned, and in the event of disagreement, the majority will prevail. The institution sends a copy of the recommendation to the PhD student or the author as soon as possible.*

(2) If the recommendation is favourable, the defence of the thesis can take place.

(3) If the recommendation is not favourable, the assessment committee must state in the recommendation whether the PhD thesis may be resubmitted in a revised version. In such case, a deadline for resubmission must be stated. The PhD student or the author and the principal supervisor must be given the opportunity to submit their comments on the recommendation within a period of at least two weeks.

(4) If the recommendation is not favourable, the institution must make one of the following decisions based on the assessment committee's recommendation and the PhD student's or the author's and the principal supervisor's comments, if any:

1) That the defence of the thesis may not take place.

2) That the PhD thesis may be resubmitted in a revised version within a deadline of at least three months. If the PhD thesis is resubmitted, it must be assessed by the same assessment committee, unless special circumstances apply.

3) That the PhD thesis must be submitted for assessment by a new assessment committee.

Rules applying to Doctoral School of the Humanities at Aalborg University

36. The assessment committee submits its preliminary recommendation to the faculty office. The recommendation must be approved by the director of the doctoral school, before it is forwarded to the PhD student.
37. In the recommendation, it must be stated whether the recommendation is unanimous or a majority decision.
38. If the recommendation is not favourable, the director of the doctoral school makes one of the following decisions:
 - 1) That the defence of the thesis may not take place
 - 2) That the PhD thesis may be resubmitted in a revised version within a deadline of at least three months. If the PhD thesis is resubmitted, it must be assessed by the same assessment committee, unless special circumstances apply
 - 3) That the PhD thesis must be submitted for assessment by a new assessment committee.

8. DEFENCE OF THE PHD THESIS

The Ministerial order on the PhD Programme

19.-(1) *The PhD thesis must be defended publicly in accordance with rules laid down by the institution. At the defence, the PhD student or the author must be given the opportunity to explain his or her work and defend the PhD thesis before the members of the assessment committee, see, however, subsection (3).*

(2) The institution must ensure that the PhD thesis is made available to the public in due time before the defence.

(3) If special circumstances apply, subject to agreement with the PhD student or the author, the institution may decide that a planned defence can be completed with participation of only two members of the assessment committee.

20.-(1) *The institution decides the time and place of the public defence.*

(2) The defence takes place two weeks after the assessment committee's submission of its recommendation, at the earliest, see section 18(1), and within three months of the submission of the PhD thesis, at the latest, see, however, subsection (3) and section 18(1), second sentence.

(3) If special circumstances apply, the institution may decide to postpone the defence. Postponement of the defence is subject to agreement between the PhD student or the author and the institution, including on the date and time arranged for the defence.

Rules applying to Doctoral School of the Humanities at Aalborg University

39. If unusual circumstances apply, the director of the doctoral school may decide that the defence can be completed with participation of only two members of the assessment committee, with the PhD student's consent.
40. Time and place of the public defence is decided by the doctoral programme in consultation with the chairman of the assessment committee and the PhD student. The doctoral programme ensures that the date of the defence is communicated to the Faculty Office.
41. If special circumstances apply, the director of the doctoral school may approve that the defence is postponed. Postponement of the defence is subject to mutual agreement between the programme director, assessment committee, and the PhD student.
42. The programme director appoints an academic faculty staff member to chair the public defence.
43. At the defence, the PhD student must be given the chance to explain his or her work and to defend the PhD thesis before the members of the assessment committee. The PhD student's explanation of his or her work may take approx. 45 minutes, whereas each assessment committee member may spend 30 minutes on questions and dialogue with the PhD student. The chair may allow others to make contributions during the defence. The entire duration of the defence must not exceed 3 hours.
44. The doctoral programme is responsible for the practical arrangements in connection with the defence, including announcement..

9. AWARD OF THE PHD DEGREE

The Ministerial order on the PhD Programme

21.-(1) Immediately following the defence, the assessment committee must make its recommendation as to whether the PhD degree should be awarded and must notify the institution and the PhD student or the author thereof. The recommendation must be reasoned, and in the event of disagreement, the majority will prevail.
(2) If the recommendation of the assessment committee is negative, the institution may decide to let the thesis be assessed by a new assessment committee, if so requested by the PhD student or the author within a period of at least one week.

22. The PhD degree may be awarded if the assessment committee submits a recommendation to that effect.

23.-(1) The institution issues a certificate of the award of the PhD degree.

(2) Such certificate must be in Danish and English and contain information on the relevant field and the subject of the PhD thesis as well as information on the PhD programme completed.

(3) As part of a mutually obliging collaboration agreement on PhD training, including the assessment, defence, awarding of degrees etc., the institution may provide a certificate with an endorsement, signature or the like from one or more foreign institutions with which the institution collaborates, making it appear as a joint document, if the document is also made enforceable under foreign law (joint degree).

(4) As part of a collaboration agreement, see subsection (3), the institution may also provide a certificate from one or more foreign institutions with which the institution collaborates with an endorsement, signature or the like, such that the diploma is also made enforceable under Danish law, if the institution assesses that the PhD student has acquired qualifications comparable with those acquired under a Danish PhD programme.

(5) The institution and one or more foreign institutions with which the institution collaborates may, as part of a collaboration agreement, see subsection (3), each issue a certificate of the award of the same PhD degree (double degree or multiple degree).

24. If the PhD degree is not awarded, the institution will upon request issue documentation in both Danish and English concerning the elements of the PhD programme that have been completed.

Rules applying to Doctoral School of the Humanities at Aalborg University

45. No later than one week after the defence, the chairman of the assessment committee sends a recommendation of 2-5 pages to the faculty office as to whether the PhD degree should be awarded. The recommendation must be written in Danish or in English. The recommendation must be dated and signed by all members of the assessment committee.
46. If the final recommendation of the assessment committee is negative, the Academic Council decides whether the PhD thesis should be assessed by a new assessment committee, if requested by the PhD student.
47. If the final recommendation of the assessment committee is positive, the Academic Council makes the final decision to award the PhD degree to the PhD student.
48. The faculty office issues the PhD diploma in both Danish and English. Supervisor's opinion is enclosed.

The faculty office is responsible for the announcement in relevant media of the award of the PhD degree.

10. THE INSTITUTION'S RULES

The Ministerial order on the PhD Programme

25.-(1) *The institution lays down rules on:*

- 1) *Admission to the PhD programme, see section 6(1).*
 - 2) *Organisation of the PhD programme, see section 4(1), section 7(1) and section 10(1).*
 - 3) *Appointment of the principal supervisor, see section 8(1), and any further supervisors, see section 8(2) and section 27(1), no. 1.*
 - 4) *Supervision of PhD students, see section 8(6).*
 - 5) *Writing and submission of the PhD thesis, see section 12(1).*
 - 6) *Defence of the PhD thesis, see section 19(1).*
- (2) The university also lays down rules on admission to the PhD programme pursuant to section 5(2).*
- (3) The rules must contain a provision to the extent that the institution may grant exemptions from the rules laid down by the institution.*
- (4) The rules and material amendments thereto must comprise the necessary interim arrangements.*
- (5) The institution's rules must be made public on the institution's website.*

Rules applying to Doctoral School of the Humanities at Aalborg University

49. Exemptions from the internal rules laid down by Doctoral school of the Humanities at Aalborg University may be granted.

11. OTHER RULES

The Ministerial order on the PhD Programme

26.-(1) *In connection with the conclusion of a mutually obliging collaboration agreement on PhD training, including the assessment, defence, awarding of degrees etc. with one or more foreign educational institutions, the institution may derogate from the requirements set out in the ministerial order concerning:*

1) The composition of the assessment committee, see section 16(1), first sentence, and section 16(2), second sentence. 2) The deadline for preliminary assessment of the PhD thesis, see section 18(1), first and second sentence. 3) The deadline for scheduling the defence of the PhD thesis, see section 20(2).

(2) In such cases, the institution is responsible for informing applicants and PhD students who are covered by the collaboration agreement about the conditions applying to the programme, including the rules in the ministerial order derogated from, see subsection (1). This information must be made available before the application deadline.

27. *The following applies to PhD fellowships financed through the Industrial PhD scheme:*

1) In addition to the principal supervisor, see section 8(1), the institution appoints a supervisor affiliated with the company in which the PhD student is employed. Such supervisor must be qualified within the relevant field.

2) At least one of the members of the assessment committee, see section 16(1), must have company-relevant research experience within the relevant field.

28.-(1) *The Danish Agency for Universities and Internationalisation may grant exemptions from the ministerial order for PhD students at universities if unusual circumstances apply, except in the situations mentioned in section 19(3), section 20(3) and section 26(1).*

(2) The Danish Agency for Higher Education and Educational Support may grant exemptions from the ministerial order for PhD students at higher artistic educational institutions if unusual circumstances apply, except in the situations mentioned in section 19(3), section 20(3) and section 26(1).

Rules applying to Doctoral School of the Humanities at Aalborg University

50. Mutually obliging collaboration agreements derogating from the requirements set out in the ministerial order regarding the assessment committee, the assessment process, and the defence must be approved by the dean upon recommendation from the director of the doctoral school.

APPEALS AGAINST DECISIONS MADE BY THE INSTITUTIONS

The Ministerial order on the PhD Programme

29.-(1) *The university's decisions made under the present ministerial order may be appealed to the Danish Agency for Universities and Internationalisation by the party which the decision concerns (the complainant) if the appeal concerns legal issues. Complaints must be submitted within two weeks of the complainant having been informed of a decision.*

(2) The higher artistic educational institution's decisions made under the present ministerial order may be appealed to the Danish Agency for Higher Education and Educational Support by the party which the decision concerns (the complainant) if the appeal concerns legal issues. Complaints must be submitted within two weeks of the complainant having been informed of a decision.

(3) The PhD students and authors described in the present ministerial order are entitled to make complaints. However, in order to be entitled to submit complaints, authors who have not completed the PhD programme must have had their PhD thesis accepted for assessment pursuant to section 15(2).

(4) The complaint must be submitted to the institution which has made the decision in the case. The institution will issue a statement giving the complainant at least one week to respond. The institution then sends the complaint to the relevant agency, see subsections (1) and (2), accompanied by the statement and any comments thereon from the complainant.

Rules applying to Doctoral School of the Humanities at Aalborg University

53. Complaints about the university's decision under the ministerial order must be submitted in writing to the faculty office.

12. COMMENCEMENT AND INTERIM PROVISIONS

The Ministerial order on the PhD Programme

30.-(1) *This ministerial order enters into force on 1 September 2013.*

(2) Ministerial Order no. 18 of 14 January 2008 on the PhD Programme at the Universities (PhD Order) is repealed.

(3) The institution may lay down the necessary interim arrangements for students to complete the programme in accordance with the rules set out in this ministerial order.

Approved by the dean, February 2016