

Procedure for the appointment of assessment committees

Pursuant to Ministerial Order No 18 of 14th January 2008 on the PhD programme at Danish universities and the internal rules of the Doctoral school of the Humanities, Aalborg University, the following rules and regulations govern the appointment of assessment committees:

1. No later than one month before the PhD student is expected to hand in the PhD thesis, the principal supervisor prepares a proposal for the composition of an expert assessment committee in collaboration with the director of the doctoral programme. The doctoral programme ensures that the members in question are willing to join the assessment committee.
2. The proposal, accompanied by a short CV of external members, is forwarded to the director of the Doctoral School and the PhD administration at the faculty office.
3. The PhD administration at the Faculty Office ensures that the proposal is in compliance with the PhD order.
4. The proposal is approved by the director of the doctoral school and the dean.
5. Within one week from notification from the faculty office of the composition of the assessment committee, the PhD student may object to the composition of the assessment committee. In case the final composition of the committee differs from that against which the PhD student had a chance to object, the PhD student must be informed, and he or she then has the option to withdraw the thesis from the preliminary assessment within one week.

Requirements to the composition of the expert assessment committee

- The assessment committee is composed of three members; the members must be recognized researchers within the relevant field and be professors, full-time employed associate professors or possess corresponding qualifications.
- The proposed chairman of the assessment committee must be employed at Aalborg University, while two of the members shall be external researchers, of whom at least one shall be from outside of Denmark. If it is not practicable to have an international member of the assessment committee due to the subject in question, the dean may in exceptional cases approve a committee composed of Danish members only.
- The assessment committee must be composed of both male and female members.
- The PhD student's supervisors shall not be members of the assessment committee, however, the principal supervisor shall assist the assessment committee without voting rights.