

The Danish Agency for Higher Education Guidelines of 9 October 2013 on Ministerial Order no. 1039 of 27 August 2013 on the PhD Degree Programme at the Universities and Certain Higher Artistic Educational Institutions (the PhD Order (Ph.d.-bekendtgørelsen))

In the event of any inconsistency between the Danish and English language versions of the document, the Danish version prevails

1.-(1) The PhD degree programme is a PhD 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 degree programme mainly comprises active research training under supervision.

On section 1

On subsection (1): The PhD programme is not only aimed at future employment as a researcher, but is equally aimed at a broader range of functions in the private and public sectors.

On subsection (2): Through the PhD programme, a PhD student must learn to master the research methods, tools etc. associated with research and development tasks within the field of study. Moreover, a researcher must be able to develop new ideas in the field of study and initiate or take part in research collaboration and research projects, both nationally and internationally. Reference is also made to the Danish Qualifications Framework for Higher Education as well as third-cycle qualifications, A Framework of Qualifications for the European Higher Education Area (2005).

2.-(1) The ministerial order applies to PhD degree 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 conduct research and within which they have set up a graduate school, either independently or in cooperation with other institutions covered by the ministerial order.

On section 2

On subsection (1): PhD degree programmes are offered at all eight universities. In addition, PhD degree programmes are offered at the higher artistic educational institutions under the Ministry of Science, Innovation and Higher Education: The Royal Danish Academy of Fine Arts' Schools of Architecture, Design and Conservation, the Aarhus School of Architecture and the Kolding School of Design.

On subsection (2): The institutions may offer PhD degree programmes if they have an active research environment within the academic area with the capacity to provide qualified supervision etc. within the framework of a graduate school. The individual PhD students must be affiliated with a graduate school where the PhD degree programme is based. The principal supervisor must be affiliated with the graduate school, see section 8(1). The graduate schools may enter into partnerships with, for example, governmental research institutions, other graduate schools and enterprises on the PhD degree programme, including supervision, courses etc.

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

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

4.-(1) The PhD degree programme is equivalent to 180 ECTS credits and normally takes the form of full-time studies; however, the institutions may lay down rules providing for part-time studies.
(2) 60 ECTS credits correspond to one year of full-time studies.

On section 4

On subsection (1): The degree programme is equivalent to 180 ECTS credits, corresponding to three years of full-time study. The three-year period is calculated from enrolment up to and including submission of the dissertation. The assessment time is thus not included in the three-year period. The period of study may be extended under the circumstances described in section 10(1). In specific cases, the university decides whether a PhD student may be enrolled on a PhD degree programme on a part-time basis.

5.-(1) Admission to the PhD degree programme is based on a Master's degree or equivalent degree.
(2) The university may decide to let the PhD degree programme start in connection with a Master's degree 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 degree programme.

On section 5

On subsection (1): It is a requirement for admission to a PhD degree programme that the applicant is at Master's degree level. The institution is responsible for carrying out the academic assessment of whether the applicant is at Master's degree level.

A Danish Professional Master's degree programme does not in itself generally qualify a student for admission to the PhD degree programme. The Professional Master's degree programme, which is equivalent to 60 ECTS credits, is a continuing education programme which qualifies adult employees to handle highly qualified functions in enterprises, institutions etc. A student is not precluded from completing a PhD degree programme if he or she has also completed a Professional Master's degree programme, but the determining factor will be whether the student is at Master's degree level.

On subsection (2): The provision relates to the flexible PhD programmes at the universities, which are typically implemented under the so-called 4+4 or 3+5 schemes. It is up to the individual university to decide whether PhD degree programmes may be started before students have completed the Master's degree programme. There must be no difference in level or reduction of the study period in connection with the use of a 4 +4 or 3+5 scheme compared with an ordinary 3+2+3 scheme.

There is no legal basis for concurrent enrolment on the Master's degree programme and the PhD degree programme at the higher artistic educational institutions covered by the PhD Order.

On subsection (3): If it is decided to use a flexible PhD programme, the university must ensure that the rules applying to the completion of the Master's degree are clear to the students before they start on the PhD degree programme. The university must ensure that students who, pursuant to section 5(2), are enrolled concurrently on a Master's degree programme and a PhD degree programme are given the opportunity to complete their Master's degree programme within the framework of the rules set out in the Ministerial Order on Bachelor's and Master's Degree Programmes at the Universities (the Degree Programme Order (Uddannelsesbekendtgørelsen)) as well as the relevant academic regulations etc.

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

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

On section 6

On subsection (1): The rules on admission to the PhD degree programme laid down by the institution must be made public on the institution's website, see section 25(1), no. 1, see subsection (5), so that any applicants can seek information thereon in advance.

On subsection (2): The enrolment is an administrative consequence of the decision to admit the PhD student.

Note that a distinction should be made between enrolment and employment, as well as a distinction between being expelled and being dismissed. This ministerial order governs educational matters only, while conditions of employment, pay, dismissal etc. for PhD fellows follow from HR law rules, including the collective agreement for state-employed academics (appendix 5) of 28 June 2013 in circular no. 9414 of 1 July 2013 as well as the rules set out in Ministerial Order no. 242 of 13 March 2012 on the Appointment of Academic Staff at Universities (the Appointment Order) (Bekendtgørelse om ansættelse af videnskabeligt personale ved universiteter (Ansættelsesbekendtgørelsen)).

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

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

- 1) Conduct independent research work under supervision (the PhD project).
- 2) Complete PhD courses or similar subject elements totalling approx. 30 ECTS credits.
- 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 dissertation on the basis of the PhD project.

(3) (3) The institution may approve on a case-by-case basis that the PhD degree 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 subject elements that are comparable to the above (credit transfer).

On section 7

On subsection (2): The provision sets out the framework for the content of the PhD degree programme, which is unfolded for the individual PhD student in the PhD plan, see section 9.

The PhD courses pursuant to no. 2 must be at PhD level, i.e. at a higher academic level than that offered on the qualifying Master's programme, unless special academic considerations require a departure from this requirement. Other similar subject elements may also be included in the programme, e.g. courses at private enterprises, individually planned courses or participation in conferences. Such educational activities must also be at PhD level. The provision reflects that the course requirement is interpreted broadly in practice to ensure that it is possible to organise courses of the greatest possible relevance to the individual PhD student.

The requirement set out in no. 3 to the effect that PhD students must participate in active research environments is often best taken into account through periods of study of a certain duration, e.g. 3-6 months, at another research institution, primarily abroad. Examples of research institutions where PhD students may study for a period of time include private or public, foreign or Danish research enterprises and research institutions, including research libraries and museums with research environments. As a general rule, there must be an active

research environment of a certain volume.

The reference to private research enterprises aims to draw attention to the fact that the provision also opens up for stays at private research enterprises during the PhD study programme, as private enterprises make up a significant part of the job market for PhD graduates.

The institutions must offer PhD students advice on participation and stays in external research environments and ensure that the PhD student has the opportunity to establish contacts with active researchers outside the graduate school.

The requirement in no. 4 concerning gaining experience of teaching activities or other forms of knowledge dissemination does not establish a quantitative framework. The content of no.4 should not be confused with the workload related to employment as a PhD fellow, but it will often be possible to satisfy this requirement in connection with the performance of such work.

The institution must ensure that the PhD student's teaching and knowledge dissemination activities are related to the PhD project. This may, for example, be ensured by the activities falling within the same methodological, theoretical or empirical field as the PhD project. The teaching or knowledge dissemination activity must thus be of relevance to the PhD project. However, this does not mean that the teaching and knowledge dissemination activity is required to fall within the specific academic content of the PhD project.

On subsection (3): This provision offers the university the possibility, based on an application from the PhD student, of granting credit transfer for relevant qualifications; however, without the level of the overall study programme being lowered. At the universities, the PhD committees are responsible for approving applications for credit transfers, including advance credit transfers, see section 16b(2), no. 7, of the Danish University Act (Universitetsloven).

8.-(1) For each PhD student, the institution designates a principal supervisor who is responsible for the overall PhD degree programme. The principal supervisor must be a recognised researcher within the relevant field, be employed by the institution and affiliated with the graduate 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 degree programme as laid down in the student's PhD plan.
- (6) The institution lays down rules for the supervision provided to the PhD student.

On section 8

On subsection (1): The principal supervisor is responsible for the overall PhD degree programme as described in section 7(2). It is a requirement that the principal supervisor must be a recognised researcher. A recognised researcher is a person who for a number of years has been actively involved in research at an academic or scientific level and who, as a minimum, is at associate professor or senior researcher level, see section 2, no. 1, of the Danish Act on Research Consulting (Lov om forskningsrådgivning). The PhD student must be assigned one principal supervisor.

On subsection (2): The institution determines according to its own rules which and how many supervisors must be assigned to the PhD student in addition to the principal supervisor. These

supervisors may be from other universities, enterprises, governmental research institutions etc. PhD students who are covered by the Industrial PhD scheme must be assigned a supervisor affiliated with the enterprise in which the PhD student is employed, see section 27, no. 1. In accordance with section 9(2), no. 2, the PhD plan must contain an agreement on the type of supervision provided.

On subsection (3): The institution must offer PhD students the chance to participate in knowledge dissemination courses. A completed knowledge dissemination course is not a compulsory part of a PhD degree programme, but may be included in the calculation of PhD courses totalling approx. 30 ECTS credits, see section 7(2), no. 2.

On subsection (5): Upon enrolment, it must be ensured that the institution has the required supervisor capacity available. In connection with the enrolment, it must also be established, for example by presenting a preliminary budget, that sufficient funds are available to ensure that the PhD student can complete the individual parts of PhD degree programme. Also, the institution should ensure that the PhD student is informed about the specific financial obligations which the institution undertakes in respect of the individual PhD student's PhD programme.

9-(1) Within three months of the start of the PhD degree 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).

On section 9

On subsection (1): In the PhD plan, the PhD programme is specified for the individual student within the framework of section 7(2). The PhD plan must be approved no later than three months after the commencement of the PhD degree programme to ensure quick clarification of expectations between the PhD student and the principal supervisor. However, the plan may be updated regularly

in connection with the regular assessments performed, see section 10(1), first sentence, so that, for example, agreements on stays at other research institutions, course participation etc. which are not in place within the three-month period can be added subsequently.

10.-(1) At regular points in time during the PhD degree 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 degree 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 full 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 degree 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 degree 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 degree programme. The institution must inform any other employer(s) of the expulsion without delay.

On section 10

On subsection (1): In connection with any adjustment of the PhD plan, the institution must ensure that the level and scope of the PhD degree programme is maintained. It is up to the institution to determine the assessment form. In the interests of documentation and in the interests of the PhD student, the assessment should be made in writing and must document which elements of the degree programme have been completed and which elements remain to be completed as well as any approved adjustments to the PhD plan. The institution must notify the PhD student of any elements not satisfactorily completed, phrased in sufficiently precise and specific terms that the PhD student can clearly understand and relate to the lacking elements.

On subsection (2): The three-month period given to the PhD student to get back on course must not give rise to an extension of the overall PhD programme. It is stipulated that a PhD student may only be given one chance to get back on course during the PhD programme as a second chance to get back on course is not deemed to be realistic without this giving rise to an extension of the PhD degree programme.

11. The PhD dissertation must document the PhD student's ability to apply relevant research methods and to conduct research work meeting the international standards for PhD degrees within the field in question.

On section 11

Reference is made to the Danish Qualifications Framework for Higher Education as well as third cycle qualifications, A Framework of Qualifications for the European Higher Education Area (2005).

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

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

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

(4) Articles included in the dissertation may be written in cooperation with others, provided that each of the co-authors submits a written declaration stating the PhD student's contribution to the work.

(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).

On section 12

On subsection (2): A PhD dissertation is an independent piece of work based on an individual PhD study programme and may therefore not be submitted for assessment by two or more authors jointly. However, the research project on which the dissertation is based may have been carried out in cooperation with others.

On subsection (5): Some research fields have a strong tradition of a large number of co-authors contributing to scientific articles, which can make it difficult to obtain declarations from all co-authors on the PhD student's contribution to the work. Based on this, a provision has been inserted which authorises the institution to lay down rules limiting the number of co-author declarations; however, the main author of an article must always submit a declaration on the PhD student's contribution to the work.

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

14.-(1) Within one week of the submission of the dissertation, the principal supervisor must submit an opinion on the PhD degree 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 degree 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 degree programme has been completed satisfactorily.

On section 14

On subsection (1): The principal supervisor should submit his or her opinion as soon as possible in order to promote the further assessment process. It would be a good idea if the opinion is available before the dissertation is submitted.

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

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

(3) The institution may accept a PhD dissertation 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 degree programme.

On section 15

On subsection (2): The institution has the option of assessing whether the author has in other ways acquired qualifications comparable with those acquired under a completed PhD degree programme. The provision does not include any requirement for documentation of a programme which closely corresponds to an ordinary PhD programme, see section 7(2).

On subsection (3): The provision makes it possible for the institution to accept a PhD dissertation 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 within the framework of a collaboration agreement. PhD students who are covered by the collaboration agreement may thus obtain a double degree, i.e. a degree from both the Danish and the foreign educational institution, see section 23(5). It is a precondition that the institution assesses that the foreign PhD student has acquired qualifications comparable with those acquired under a Danish PhD degree programme. In this connection, the Danish and the foreign educational institution are not precluded from organising a joint PhD defence, as long as the defence is completed within the framework of the provisions set out in the PhD Order.

The requirement for a mutually obliging collaboration agreement on PhD training, including assessment, defence, awarding of degrees etc., means that there must be a proper formalised, mutually obliging collaboration on PhD training which must lead to the award of the PhD degree. The provision thus cannot be applied in relation to collaborations of a looser and less formal nature or more limited collaboration which, for example, is related to supervision only.

16.-(1) Upon the submission of the PhD dissertation 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.

On section 16

On subsection (1): For the sake of complying with the deadlines for the assessment committee making its recommendation, see section 18(1), and the holding of the defence, see section 20(2), the composition of the assessment committee should be considered well in advance of the submission of the dissertation to ensure that the assessment committee has been appointed upon the submission of the PhD dissertation at the latest.

On subsection (2): In order to ensure an impartial assessment, the supervisors may not be members of the assessment committee. The principal supervisor, however, assists the assessment committee without voting rights and is thus presumed to become involved in the assessment committee's work, among other things with a view to answering any requests for clarification concerning the underlying PhD programme.

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.

18.-(1) Within two months of the submission of the PhD dissertation, the assessment committee must make its recommendation to the institution as to whether the PhD dissertation 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 dissertation can take place.

(3) If the recommendation is not favourable, the assessment committee must state in the recommendation whether the PhD dissertation 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 dissertation may not take place.

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

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

On section 18

On subsection (4): The educational institution's decision pursuant to subsection (4) should be made as quickly as possible out of consideration for the PhD student.

19.-(1) The PhD dissertation must be defended publicly in accordance with internal 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 dissertation before the members of the assessment committee, see, however, subsection (3).

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

(3) Under special circumstances, 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.

On section 19

On subsection (1): The university lays down detailed rules for the defence, see section 25(1), no. 6. The university may, for example, lay down rules to the effect that the chair of the defence may grant other people permission to make points during the defence. The defence may also be completed

as a video conference etc., as long as the PhD student is given the opportunity to explain his or her work and defend the PhD dissertation before the members of the assessment committee.

On subsection (3): This provision sets out an exemption aimed at cases where a member of the assessment committee becomes unable to attend a planned PhD defence immediately before the defence is held. In this context, special circumstances will typically consist of the sudden illness of a committee member or a close relative of a committee member. Particularly out of consideration for the PhD student or the author, the institution may decide that a planned defence may be completed such that the PhD student or the author explains his or her work and defend the PhD dissertation before only two members of the assessment committee. A written agreement thereon must be made with the PhD student or the author. If the PhD student or the author is not willing to accept this, a new date must be fixed for the holding of the defence as soon as possible thereafter.

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 dissertation, 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.

On section 20

On subsection (1): The date and time for the defence must be arranged such that compliance with the deadline set out in section 20(2) is ensured. The date and time must be agreed with the PhD student or the author.

On subsection (3): This provision sets out an exemption which may be applied in special circumstances only. This may, for example, be the case if a postponement of the defence is required for the purpose of protecting intellectual property rights. Special circumstances may also arise as a consequence of other rules, for example rules set out in the Danish Act on Inventions at Public Research Institutions (Forskerpatentloven). The defence cannot be postponed unless the PhD student or the author is willing to accept the postponement.

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 dissertation 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.

On section 21

On subsection (1): On the basis of the dissertation and the defence, the assessment committee must assess whether the requirements therefor have been met. The recommendation must be made without undue delay out of consideration for the PhD student or the author. The recommendation may be submitted orally immediately after the defence and must as soon as possible thereafter be made available in writing.

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

On section 22

At the universities, the authority to award the PhD degree has been delegated to the academic councils, see section 15(2), no. 4, of the Danish University Act. It must normally be assumed that the academic council's award of the PhD degree is a formality, as the awarding of the degree is based on an in-depth academic assessment. It must therefore be assumed that the academic council must have particularly weighty grounds for deciding, in exceptional cases, not to follow the assessment committee's recommendation, precisely due to the prior in-depth academic assessment, including the fact that the assessment committee is specifically competent. The academic council may only make allowance for matters which fall within the objectives of the academic council pursuant to the Danish University Act.

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 dissertation as well as information on the PhD degree 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 degree 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).

On section 23

On subsection (2): The certificate must contain relevant information about the individual PhD student's study programme and PhD dissertation. To the extent that ECTS credits are calculated for the individual elements of the PhD degree programme, this must appear from the certificate. The institution may also choose to issue a Diploma Supplement in English with a detailed description of the study programme etc.

On subsection (3): The institution may provide a PhD certificate issued by the institution with an endorsement, signature or the like from one or more foreign institutions with which the institution collaborates, such that the certificate appears as a joint document.

On subsection (4): Conversely, the institution may provide a PhD certificate from one or more foreign institutions with which the institution collaborates with an endorsement, signature or the like,

such that the certificate appears as a joint document. With its endorsement of the PhD certificate, the institution warrants that the completed PhD degree programme is at a level corresponding to that of a Danish PhD degree programme.

On subsection (5): The provision can be used in combination with section 15(3) in relation to the award of the PhD degree to PhD students from foreign institutions.

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 degree programme that have been completed.

On section 24

PhD students who discontinue their PhD degree programme, whose PhD dissertation is rejected etc., are entitled to be issued with documentation concerning the elements of the PhD degree programme that have been completed satisfactorily, e.g. PhD courses and teaching experience and/or knowledge dissemination.

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

- 1) Admission to the PhD degree programme, see section 6(1).
 - 2) Organisation of the PhD degree 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 dissertation, see section 12(1).
 - 6) Defence of the PhD dissertation, see section 19(1).
- (2) The university also lays down rules on admission to the PhD degree 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 transition arrangements.
- (5) The institution's rules must be made public on the institution's website.

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 dissertation, see section 18(1), first and second sentence.
 - 3) The deadline for scheduling the defence of the PhD dissertation, 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 degree programme, including the rules in the ministerial order derogated from, see subsection (1). This information must be made available before the application deadline.

On section 26

On subsection (1): The purpose of the provision is to ensure greater flexibility for the institutions in connection with the conclusion of collaboration agreements on PhD training with foreign educational institutions. Reference is also made to the comments on section 15(3) concerning mutually obliging collaboration agreements.

On subsection (2): If the institution decides to derogate from the rules above set out in the PhD Order in connection with the conclusion of a collaboration agreement, applicants and PhD students must be provided with clear information about this, including that the specific

PhD degree programme will be completed on conditions which differ from a normal PhD programme.

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).

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 degree programme must have had their PhD dissertation 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.

On section 29

On subsections (1) and (2): The provision stipulates that the agency only has the authority to process appeals concerning legal issues, see section 34(1) of the Danish University Act, and section 15(2) of the Danish Act on Higher Artistic Educational Institutions (Lov om videregående kunstneriske uddannelsesinstitutioner). The agency thus only has the authority to determine whether a case has been processed in accordance with applicable law.

On subsection (4): The provision describes the general appeals procedure, according to which the complaint must be submitted to the institution which has made the decision in the case. The institution must ensure that all relevant documents are submitted to the agency along with the complaint, the institution's statement and any comments thereon from the complainant. The case must be submitted to the agency via the rector's office at the individual institution as part of the rector's legality check.

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 degree programme in accordance with the rules set out in this ministerial order.