

Guidelines for the 4+4 PhD scheme at CBS

The Ministerial Order on PhD Programmes at Universities and Certain Higher Artistic Educational Institutions (the PhD Order)

5 Admission to the PhD programme shall be based on a master degree or a degree on an equivalent level.

(2) The university shall be entitled to decide to let the PhD programme commence in connection with the master programme, however, it shall be ensured that the combined programme has the scope and level as described in ss. 1 and 4. The university shall lay down internal rules thereof.

(3) Students admitted under (2) shall have the opportunity to complete the master programme.

Guidance on the Ministerial Order no. 1039 of 27 August 2013 on the PhD programme at the universities.

To s. 5

Re: (2) The provision pertains to the flexible PhD schemes at the universities, which typically take the form of the so-called 4+4 and 3+5 schemes. The individual university shall be entitled to decide whether it is possible to start the PhD programme before the master programme is completed. When applying the 4+4 or 3+5 scheme, the academic level shall be of the same standard and the study period shall not be shorter compared to the ordinary 3+2+3 scheme.

Parallel enrolment in a master and PhD programme shall not be authorised at the artistic educational institutions covered by the PhD Order.

Re: (3) If a flexible PhD scheme is decided, the university shall ensure that the students understand the rules for completing the master degree before they start in the PhD programme. The university shall ensure that students, who are simultaneously enrolled in the master and PhD programme in pursuance of s. 5(2), shall have the opportunity to complete the master programme within the framework of the rules stipulated in the Ministerial Order on Bachelor and Master's Programmes at Universities (the University Programme Order) as well as the relevant programme regulations etc.

Introduction

At CBS, it shall be possible to commence the PhD programme in connection with a master programme through enrolment in a 4+4 scheme. Pursuant to the Order, for such an integrated master and PhD programme, it shall be

ensured that the entire programme is of the same scope and level as other PhD programmes (s. 5(2) of the PhD Order).

4+4 PhD students shall be enrolled both as PhD students and as master students. Usually, the master programme shall be completed two years after enrolment as PhD students. The employment period shall not be prolonged in case the master programme is completed before the end of the two first years of the PhD enrolment. The student shall have the opportunity to complete his/her master degree if the PhD enrolment is terminated.

DESCRIPTION OF PROCEDURES FOR THE 4+4 PHD SCHEME

ECTS overview

Part A		Part B	
Study year 5	Study year 6	Study year 7	Study year 8
Master and PhD Student	Master and PhD Student	PhD Student	PhD Student
30 ECTS Master Student 30 ECTS PhD Student	30 ECTS Master Student 30 ECTS PhD Student	60 ECTS PhD Student	60 ECTS PhD Student
120 ECTS (60 Master and 60 PhD Student)		120 ECTS (PhD Student)	

Admission to the 4+4 PhD scheme

To be enrolled in the 4+4 PhD scheme, the applicants shall have completed a bachelor degree (or similar) and passed courses equivalent to 60 ECTS from a relevant master programme within the university's academic area.

Applicants from master programmes who are not enrolled in a master programme at CBS shall be evaluated by the Admission Office after which admission can be applied for.

The entire programme

The 4+4 PhD scheme is divided into part A (the first two years) and part B (the last two years). During part A, the PhD student is enrolled in the master programme while being admitted as a PhD student too. Part A is finished by the student passing a qualifying examination which gives access to part B and is equivalent to a master degree.

Affiliation and employment

When enrolled in a CBS PhD school through the 4+4 PhD scheme, you are affiliated to CBS as a PhD student and receive two SU grant portions per month (a total of 48 SU grant portions) which are disbursed via CBS. In addition, you are granted a number of weekly work hours, cf. the collective agreement for state sector university graduates. Thus, the total expense equals a three-year paid PhD employment. In connection with part A of the flexible PhD scheme, there shall be no work duty, no obligations to go on holiday, and the salary shall be paid in advance.

After two years of affiliation as a PhD student and a passed qualifying examination (part A), a transition to employment as PhD fellow for a period

of two years (part B) shall take place. Work duties in part B account for 2/3 of the normal 840 hours.

After completing part A, you will simultaneously have completed 60 ECTS of the PhD programme enabling the subsequent two-year employment of 120 ECTS.

Read more about part A and part B below.

(The CBS unit and HR shall be responsible for the affiliation and employment part)

4+4 PART A

Part A includes the completion of the master programme in parallel with the completion of the first year of the PhD programme. Which graduate courses to take shall be agreed upon with the principal supervisor and the programme director before enrolment.

The master programme part comprises 30 ECTS master courses and a master thesis (or one or more comparable texts) worth 30 ECTS.

The content of part A of the PhD programme shall be agreed upon between the PhD student and the principal supervisor and documented in the individual PhD plan. The PhD student is expected to complete 15 ECTS PhD courses during part A.

Regarding the content of the PhD programme, see the PhD Order of 8 May 2013, s. 7.

The PhD plan

The PhD student is enrolled in a four-year long PhD programme based on a project description. During the first two months of the PhD programme, a PhD plan shall be prepared in PhD planner together with the main supervisor. The PhD plan shall be continuously updated by submission of bi-annual reports throughout the study period.

WIP seminars

The PhD student shall present his/her research at two seminars where other PhD students and researchers participate. The first seminar shall take place within the first two years.

The seminars are further described in the procedures of the individual PhD schools.

The qualifying examination

The qualifying examination (see description of examination in appendix on page 5) shall be held 22 months after admission to a 4+4 programme and shall be an oral defence of either a thesis or one or more texts, which combined, equals a thesis of 30 ECTS on master level. The principal supervisor is usually also thesis supervisor and examiner. Moreover, an external examiner shall be appointed. The PhD school shall be responsible for the practical organisation of the qualifying examination (submission of thesis/thesis texts, appointment of second examiners (via relevant chairman of external examiners), orientation of assessment, etc.).

Research question, deadline, etc. shall be determined in the PhD plan.

Exams in the master programme shall comply with the stipulations of the University Programme Order (Uddannelsesbekendtgørelsen) on grading and censorship in order to obtain the master degree. The exams shall be passed on the basis of the master programme regulations.

Transition from part A to part B shall be contingent on part A ending with a completed master degree and also with a satisfactory result.

4+4 PART B

The student shall be a PhD student exclusively and complete the PhD programme in accordance with the approved PhD plan.

Part B can begin when the student has completed part A, and the regular evaluation has been satisfactory, implying that the student has met the requirements in the PhD plan, the programme regulations and the Order.

APPENDIX

QUALIFYING EXAMINATION GUIDELINES 4+4 PHD

A qualifying examination is relevant for PhD students taking a 4+4 PhD at CBS. The examination consists of a qualifying thesis and an oral defence. These conclude part A which is the first 2 years of the PhD and is equivalent to a master thesis. The qualifying thesis is handed in 22 months after enrolment at a 4+4 PhD. The oral defence is normally held after 23-24 months. A passed examination qualifies the student for part B of the 4+4, i.e. the last 2 years.

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Qualifying thesis

The extent of the written product is 50-80 standard pages (find information about the CBS standard page at my.cbs.dk: My studies/exams/formalia requirements) within the research field and question of the PhD project. Excerpts from published, submitted or draft manuscripts may be included as part of the thesis. It also includes a 1 page summary in English. The thesis is individual and so is the oral defence. Special terms are agreed between the PhD student, his/her PhD supervisor and the PhD Support Team.

Oral defence

The oral defence is 45 minutes (including time for assessment and oral feedback to the PhD student) and is assessed by the 7-point grading scale. The grade is an integral assessment of the written and the oral presentation. The PhD supervisor and an external examiner are responsible for the assessment.

Assessment criteria

The examiners are to assess the qualifying examination on the basis of what is required to obtain a master level degree within the study program profile in which the student is enrolled. Should the student fail to pass the qualifying examination, the PhD student is granted 3 additional months to hand in a revised qualifying thesis. Should the student fail a second time, the student is disenrolled from the PhD programme.