

Programme regulations for the PhD Programme at Copenhagen Business School

These programme regulations for the PhD schools at Copenhagen Business School (CBS) rely on the provisions in Ministerial Order no. 1039 of 27 August 2013 on the PhD programmes at the Universities and Certain Higher Artistic Educational Institutions, and section 16b, subsections 1 - 4 of the Danish University Act, cf. Ministerial Order no. 261 of 18 March 2015.

The programme regulations show the unedited wording of the Act and the Orders in the left column, while the right column stipulates the implementation for CBS. This outline is pursuant to the PhD Order. Chapter 2, however, relies on section 16b of the Danish University Act.

These programme regulations do not include employment provisions including part-time employment, leave of absence, PhD stipends, pay, etc. Please refer to the general employment provisions and agreements for academic staff in government service.

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Chapter 1

Purpose and Duration

Structure, purpose, and place

<p>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.</p> <p>(2) The PhD programme mainly comprises active research training under supervision.</p>	<p>Purpose</p> <p><i>The objective of the PhD programmes at Copenhagen Business School (CBS) is to train the PhD student in how to conduct research and to master the scientific methods and tools, etc., linked with research and development tasks within the field.</i></p> <p><i>The contents of the programme must enable the PhD student to independently develop new ideas within the field and initiate and enter into research partnerships and projects both nationally and internationally.</i></p> <p><i>The PhD programme also aims at preparing PhD students for positions in the public or private sector, which requires a broad knowledge of research.</i></p>
<p>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.</p> <p>(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.</p>	<p>Place</p> <p><i>The PhD programme takes place at one of CBS' PhD schools.</i></p>
<p>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.</p> <p>(2) Persons who have been awarded a PhD degree have the right to use the title PhD.</p>	<p>Structure</p> <p><i>The CBS PhD programme is equivalent to three years of full-time studies (180 ECTS credits in total) and the programme includes:</i></p> <p><i>A course programme equivalent to 30 ECTS credits.</i></p> <p><i>Teaching and dissemination equivalent to approximately 30 ECTS credits.</i></p> <p><i>An independent academic project – a PhD thesis.</i></p> <p><i>The PhD programme is described further in section 7</i></p>

Duration

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.

Duration

The 180 ECTS credits (European Credit Transfer System) that correspond to three years of full-time studies are calculated from enrolment to submission of the thesis. Thus, the assessment period is not included in the three-year period.

Part-time studies

In each particular case, the PhD school decides whether a PhD student can be enrolled in the PhD programme on a part-time basis.

The duration of the part-time studies will be agreed upon with the PhD school at the time of enrolment.

Extension of enrolment

The enrolment in the PhD programme is normally for three years. PhD students, who are behind schedule in their studies, are able to apply the PhD Committee for an extension of the enrolment. The application must be in writing and reasoned, and the student must present a progress report from the primary supervisor.

The student can apply for an extension of one year at the time. The maximum period of enrolment is seven years for both full- and part-time PhD students, irrespective of any other reasoned leaves of absence than maternity/paternity leave and compulsory military service.

Leave

If the PhD student is not able to carry out his/her studies due to illness, maternity/paternity leave or other circumstances, he/she is entitled to apply for a leave of absence. The student is entitled to apply for a leave of absence both in the ordinary period of enrolment and in any periods of extension. The student shall submit his/her written application for a leave of absence with the endorsement of the primary supervisor, a motivation and an account of status and prospects of the project.

If a PhD student is employed at CBS, and he/she is granted leave of absence from his/her employment, the PhD school grants a leave of absence from the PhD studies in the same period on the basis of an application. The student needs not apply for leave in connection with military service, maternity and parental leave or long-term sick leave. In these cases the PhD school will follow the period of leave for the employment.

Chapter 2

Organisation of the PhD area at Copenhagen Business School

(Pursuant to the Danish University Act of 18 March 2015)

PhD schools

<p>§ 16 b. The rector sets up one or more PhD committees, including to ensure that the students and the academic staff are able to exert their influence on the PhD programme.</p>	<p>PhD schools</p> <p><i>A PhD school is an organisational unit with a head, who has the overall responsibility of training PhD students within an academically confined and correlated field. It is the responsibility of the PhD school that the enrolled PhD students complete a structured and cohesive programme at the highest international level with courses and supervision that meet the stipulated requirements of quality.</i></p> <p><i>PhD committees corresponding to the number of PhD schools will be appointed.</i></p> <p><i>Pursuant to the bylaws of CBS, the President shall establish and abolish PhD schools at CBS.</i></p>
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Head of PhD school

	<p>Appointment of the head of a PhD school</p> <p><i>The head of a PhD school is appointed by the President</i></p> <p>Responsibilities of the heads of the PhD schools</p> <p><i>The heads of the PhD schools are mainly responsible for:</i></p> <ul style="list-style-type: none"><i>• approval of PhD students</i><i>• appointment of supervisors after consulting the head of the department</i><i>• planning of the PhD school's PhD programme</i><i>• evaluation of the activities of the PhD school</i><i>• administration of the assessment period</i><i>• approval of PhD plans, biannual reports and briefing of the PhD committee about the contents of the PhD plan</i><i>• determination of ECTS points courses taken by the PhD school's students at other institutions</i><i>• approval of applications for leaves of absence</i><i>• approval of extension of enrolment</i> <p><i>The head of the PhD school may delegate responsibilities to PhD coordinators at each department/centre.</i></p>
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The PhD committee

<p>(2) The PhD committee has the following tasks:</p> <ol style="list-style-type: none">1) Nominating to the rector a chairman from among the members of the PhD committee's academic staff and perhaps a vice-chairman from among the students of the PhD committee.2) Making recommendations to the rector on the composition of assessment committees.3) Approving PhD courses.4) Submitting proposals for internal guidelines for the graduate school, including the PhD guide, to the head of the graduate school.5) Issuing opinions to the head of the graduate school on the evaluation of PhD programmes and supervision, including international evaluations of graduate schools.6) Approving applications for credit transfers, including advance credit transfer, and for exemptions7) Issuing opinions on all issues of importance to the PhD programmes and supervision presented by the rector.8) Other assignments as stipulated in the university's statutes. <p>(3) The PhD committee comprises representatives of the academic staff and representatives of the PhD studentselected by and from the academic staff and the PhD students, respectively.</p> <p>(4) Several universities may collaborate on the establishment of graduate schools based at one of the participating universities</p>	<p><i>The responsibilities of the PhD committees in relation to the Dean of Research are</i></p> <ul style="list-style-type: none">• <i>to elect its own chairman (academic staff) and a possible deputy chairman (PhD students)</i>• <i>to recommend the composition of the assessment committee to the Dean of Research on the recommendation of the academic environment</i>• <i>to make statements on all relevant issues presented by the Dean of Research</i>• <i>to approve PhD courses, incl. determining ECTS points for the courses</i>• <i>to draw up proposals for internal guidelines</i> <p><i>The responsibilities of the PhD committees in relation to the head of the PhD school are</i></p> <ul style="list-style-type: none">• <i>to recommend PhD students for the approval process. This recommendation is made by the representatives of the academic staff</i>• <i>to participate in planning and approval of the activities of the PhD school, including research stays abroad</i>• <i>Statements on the evaluation of the activities of the doctoral school</i>• <i>to approve applications for credit transfer and exemption, but not applications regarding leave of absence</i> <p><i>The composition of the PhD committees</i></p> <p><i>The members of the PhD committees are elected among the academic staff and the PhD students.</i></p> <p><i>The provisions on composition and election are laid down in the bylaws of CBS.</i></p>
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Chapter 3

Admission Requirements

Admission to 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.

Admission requirements

For enrolment in the ordinary three-year PhD programme the following entry requirements apply:

A Danish, five-year master's degree which, at the discretion of the PhD school, provides the student with qualifications to complete the specific PhD programme.

For enrolment in the four-year PhD programme (the 4+4 model) the following entry requirements apply:

A Danish, three-year university bachelor's degree plus one year of completed university studies at master's level.

For both programmes, corresponding qualifications, including especially foreign programmes, may be equivalent to the specified requirements.

Enrolment may be made conditional on tests in crucial academic knowledge with respect to the PhD thesis.

Applications for admission to PhD programmes must be made in writing. As a minimum, the application must include a CV, diploma(s) and a project specification. The PhD school may request further information. This application forms the basis of the PhD committee's academic recommendation to the head of the PhD school with regard to approval of the admission of the PhD student.

Entry requirements to the PhD programme must not be confused with the employment criteria.

Mark requirements

CBS may impose entry requirements in the form of minimum marks in the qualifying exams. Any such requirement will be stated on the website.

Publication of the PhD thesis

Upon enrolment, the PhD student automatically accepts the electronic publication of the thesis, cf. section 19

Finances

Enrolment in the PhD programme implies that a studentship is awarded or another agreement has been made on payment of the tuition fee.

Enrolment funded by external resources requires that the external funding provider (research council, company, foundation, etc.) has funded the programme until completion.

The PhD school must inform the student of the specific financial obligations that CBS takes on with respect to the specific PhD programme.

Financing arrangement

If external resources contribute to the financing of the PhD studies, a written cooperative agreement regarding other financial aspects, agreements on intellectual property rights, publishing, and termination must be presented at the time of enrolment. The cooperative agreement must be approved by the head of the PhD school, the head of the

department, and the Dean.

Special admission requirements

In special cases, the PhD school may grant an exemption from the requirement of a prior completed master's programme (and, for instance, admit students according to the so-called 4+4 scheme), but as a principal rule it is required that the master's programme is completed before the commencement of the PhD programme.

Applicants under the 4+4 scheme who are enrolled in a master programme at CBS must have obtained what corresponds to 60 ECTS at master level.

Applicants under the 4+4 scheme who are not yet enrolled in a master programme at CBS must before the enrolment in a master programme at CBS have obtained what corresponds to 60 ECTS at master level. In this case, CBS will assess in which master programme the applicant can be enrolled.

Both applicant categories must prepare a study plan before their enrolment. The study plan must show which of the mandatory courses and/or electives of the master programme the already passed courses can replace - a total of 60 ECTS.

Admission

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.

Approval of the PhD student

Pursuant to section 16b(4) of the University Act, the head of the PhD school shall approve PhD students on the recommendation of the academic staff of the PhD committee.

Importance is attached to the following in the approval process:

- *The applicant has the necessary academic skills to complete the programme*
- *The PhD thesis can be expected to be completed within the determined programme duration*
- *The necessary financial resources are available for the completion of the entire PhD programme, cf. section 8(5)*
- *The necessary supervisors can be attached to the PhD student and his/her project, cf. section 8(5)*

If a potential PhD student applies for external resources to fund the PhD programme at CBS (through research councils, foundations, the industrial PhD scheme etc.), he/she must obtain an approval of admission to the PhD school prior to the application (a pre-approval).

Enrolment

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

Administrative enrolment

The enrolment is an administrative consequence of an academic decision to enrol the PhD student and is not the same as employment, just as expiration of enrolment is not comparable to termination of employment.

Only educational matters, i.e. enrolment and expiration of enrolment, are regulated in the PhD Order and these programme regulations.

As far as employment and termination of employment are concerned, reference is made to the employment provisions.

Chapter 4

Contents and Structure

Contents

Contents of the PhD programme etc.

- 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 totalling 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.

Contents of the PhD programme

Section 7 of the Ministerial Order stipulates the framework for PhD training scoped for the individual student in his/her PhD plan, cf. section 9.

The PhD school may clarify these provisions and determine rules on course requirements, seminars, etc.

Seminars:

The PhD student is required to present his/her research project at two seminars in which other PhD students and researchers participate. The seminars are described further in each PhD school's rules.

PhD courses

The academic level of the PhD courses must be higher than the qualifying master's programme, unless special academic considerations call for a deviation from this principle.

The composition of the courses must both support the completion of the specific research project and give the PhD student an overall competence within theory and methodology of the research field.

The PhD plan must describe a course programme, which meets all requirements for mandatory courses, and seek to ensure that the courses underpin the completion of the project.

The PhD student must complete courses that total at least 15 ECTS within the first year of the programme, which must be specified in the PhD plan where possible.

The PhD student may take PhD courses offered by CBS, by other Danish universities or by foreign universities. Conference participation, including participation in so-called "doctoral colloquia" in connection with scientific conferences may, by approval, give ECTS points. The head of the PhD school shall approve the determination of points in accordance with section 16b.

Seminars, workshops and pedagogical training

CBS offers non-ECTS-giving seminars and workshops in selected topics relevant for PhD students in the Academic and Professional Development (APD) programme. CBS may determine that some of these activities are mandatory for PhD students.

Similar courses taken at other institutions will not give ECTS, but may in some cases replace mandatory elements at CBS.

Participation in active research environments/stays abroad

Unless otherwise agreed, the PhD student is expected to stay at CBS or a different research institution for at least half of the programme's duration. The PhD student is encouraged to make a long-term stay at a reputable foreign university.

Teaching/dissemination

The requirement stated in section 7(2)4 that PhD students must gain experience in teaching or other kinds of knowledge dissemination does not determine a quantitative limit.

These activities are expected to have an extent of approx. six month's work.

The contents of section 7(2)4 must not be confused with the requirements attached to paid employment as a PhD student, however, they may be taken into account in this connection.

For PhD students without teaching obligations at CBS, the demand may be met through dissemination in the form of articles, lectures, teaching or other exchange of knowledge.

Collaboration agreements

The PhD student is encouraged to enter into written agreements with external cooperative partners and data sources on collection, storage and publication of empirical material. The PhD school will assist in drafting the agreement on the basis of CBS standard agreements. The agreement is signed by the PhD student and the head of the PhD school, and if necessary, the head of the department.

The 4+4 scheme

CBS prepares special guidelines for the 4 + 4 scheme.

Credit

(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).

Credit transfer

The provision enables the university to grant the PhD student credit for relevant qualifications on application. It is, however, important that the level for the overall training programme is not lowered. The PhD committee must approve all applications for credit transfer, cf. section 16b (7).

An approval of credit transfer are based on the conditions that:

- *research work may be a part of the PhD project*
- *PhD courses are relevant for the PhD student in question*

Supervision

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.

Minimum two supervisors for each PhD project

Pursuant to section 16b(4), the head of the PhD school appoints PhD supervisors. PhD students at CBS must have at least two supervisors, of which one is designated primary supervisor, cf. subsection 8(1), 10(1), 14(1-3), 16(2), 18(3), and 26(1)1. The primary supervisor must be an associate professor or a full professor at CBS.

The supervisor, who is not the primary supervisor, may be from another university, a company, a government research institution, etc. Both supervisors must have current research experience within the field.

In addition, other supervisors without current research experience may be appointed if needed.

The primary supervisor is appointed provisionally concurrently with the enrolment of the student and finally concurrently with the approval of the PhD plan. The other supervisor is appointed concurrently with the approval of the PhD plan. The supervisors will cooperate on the supervision of the PhD student throughout the programme in compliance with the above sections in the Ministerial Order that calls for a primary supervisor.

Supervision hours

The PhD school determines the number of supervision hours and framework for the distribution of supervision hours between the supervisors.

Change of supervisor team

It is possible to appoint further supervisors and to replace the primary supervisor or other supervisors during the project.

If a PhD student wishes to replace the supervisor (or expand the supervisor group), he/she must submit a written application to the head of the PhD school with a reason and a brief account of the project status.

Chapter 5

Completion

PhD plan

<p>Completion of the PhD programme</p> <p>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.</p> <p>(2) The PhD plan must, as a minimum, contain the following:</p> <ol style="list-style-type: none">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 rights8) A financing plan (budget).	<p>Purpose</p> <p><i>A PhD plan specifies the PhD studies for the individual student pursuant to section 7(2).</i></p> <p>Contents</p> <p><i>The PhD plan is formulated by the PhD student in cooperation with the supervisor(s) and by consultation of the PhD coordinator, alternatively the head of the PhD school.</i></p> <p>Time frame</p> <p><i>The PhD plan must be submitted to the PhD school for approval no later than two months after commencement of the programme.</i></p> <p><i>The PhD plan must be approved by the supervisor(s), the head of the PhD school and the head of the department no later than three months after the commencement of the PhD programme. Pursuant to section 10, it is allowed to make adjustments to the plan in connection with the biannual reports, just as small changes, such as specific agreements on research stays at other institutions, course participation, etc., which is not in place after three months, can be added afterwards.</i></p> <p><i>If the PhD plan cannot be approved, the student is given two weeks to improve it. If the plan still cannot be accepted, the student's enrolment is terminated.</i></p>
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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.

Biannual reports

At CBS, an assessment of the progress is taking place on an ongoing basis by means of biannual reports.

The biannual report must give an account of the completed parts of the programme (including course and dissemination activities) and the lacking parts of the programme.

The biannual report must contain any adjustments made to the PhD plan.

The biannual report is endorsed by the primary supervisor, the PhD coordinator and submitted to the head of the PhD school for approval. The assessment must allow fully for approved leave of absence.

Rectification

If the head of the PhD school assesses that the PhD student is not making satisfactory progress, the PhD school, cf. section 10(2) may give the student three months to rectify the situation. The head of the PhD school will inform the PhD student of the reason and the deadline in writing.

Immediately after the deadline, the head of the PhD school will decide, based on the recommendation of the supervisors and a third examiner chosen by the head of the PhD school, whether the result of the rectification effort is satisfactory. If the effort is satisfactory, the PhD student may continue his/her programme. If the rectification is unsuccessful, the PhD student's enrolment is terminated without further notice.

Unsolicited termination of enrolment

An unsolicited termination of enrolment may, in accordance with section 10(2), be brought before the Academic Council at Copenhagen Business School within two weeks.

Termination of employment is subject to the general employment provisions.

Closing seminar

No later than three months before estimated submission of the thesis (cf. the latest biannual report), the draft of the thesis will be assessed, also by discussants who are not supervisors. This evaluation is performed with the purpose of helping the PhD student to target the last months' work at a timely delivery.

The primary supervisor is responsible for planning and holding the seminar.

Chapter 6

PhD thesis

The thesis

<p>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.</p>	
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Format of the thesis

<p>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.</p>	<p>Requirements</p> <p><i>A PhD thesis is an independent piece of work that builds on individual PhD studies. Therefore it is not possible to submit a PhD thesis jointly for assessment. It is allowed, however, to carry out the underlying research project in cooperation with others, cf. below, just as part elements of the thesis may be co-authored, cf. below.</i></p> <p>Guide to standard formats</p> <p><i>The thesis may be of several formats, including the monograph and the article-based thesis.</i></p> <p><i>Since the monograph is a well-known format, the following describes the article-based thesis:</i></p> <p><i>An article-based thesis should contain at least three and maximum five articles as well as a mandatory introduction that presents the independent articles of the thesis as a whole by placing the articles in a theoretical frame. For each individual article, it is a requirement that it provides an independent and separate analytical contribution to the academic field; that it is of the same extent as a standard article in the field and that it is suitable for publication in respected scientific journals in the department's field.</i></p> <p><i>The articles can be co-written, but at least one of them must be written alone. (Any co-authors must state the extent of their contribution to the relevant articles, cf. section 12(4))</i></p> <p><i>Irrespective of publication, the assessment committee is responsible for the final assessment of the quality of the article-based thesis.</i></p> <p>Choice of thesis format</p> <p><i>The format of the thesis must be specified in the third bi-annual report.</i></p>
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Requirements

A PhD thesis is an independent piece of work that builds on individual PhD studies. Therefore it is not possible to submit a PhD thesis jointly for assessment. It is allowed, however, to carry out the underlying research project in cooperation with others, cf. below, just as part elements of the thesis may be co-authored, cf. below.

Guide to standard formats

The thesis may be of several formats, including the monograph and the article-based thesis.

Since the monograph is a well-known format, the following describes the article-based thesis:

An article-based thesis should contain at least three and maximum five articles as well as a mandatory introduction that presents the independent articles of the thesis as a whole by placing the articles in a theoretical frame. For each individual article, it is a requirement that it provides an independent and separate analytical contribution to the academic field; that it is of the same extent as a standard article in the field and that it is suitable for publication in respected scientific journals in the department's field.

The articles can be co-written, but at least one of them must be written alone. (Any co-authors must state the extent of their contribution to the relevant articles, cf. section 12(4))

Irrespective of publication, the assessment committee is responsible for the final assessment of the quality of the article-based thesis.

Choice of thesis format

The format of the thesis must be specified in the third bi-annual report.

Language requirements

<p>(3) The PhD thesis must contain an abstract in Danish and English.</p>	<p><i>The PhD thesis must be written in English or Danish (or Norwegian/Swedish), but can be written in other languages by agreement with the supervisors and approval of the assessment committee.</i></p> <p><i>At the time of submission, The thesis must contain executive abstracts in both English and Danish (or Norwegian/Swedish) and – if written in another language – in this language.</i></p>
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Co-author declarations

<p>12.-(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).</p> <p>(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).</p>	<p>Co-author declaration</p> <p><i>Any co-authors must state the extent of their contribution to the relevant articles.</i></p>
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Submission of the thesis

<p>13. The PhD student's enrolment at the institution expires upon the submission of the thesis.</p>	<p>Expiration of enrolment in the PhD programme</p> <p><i>The three years of PhD studies comprise dissemination, courses, and the independent PhD project, including preparation of the PhD thesis. The programme is completed when the thesis is submitted. Thus, the assessment process is not included in the three years.</i></p> <p><i>The PhD student must inform the PhD school of the date of submission two months before he/she expects to submit the thesis.</i></p> <p><i>In case the thesis is submitted earlier than expected, it is still considered received by the initial deadline (however, see below regarding enrolment).</i></p> <p><i>If the thesis is not submitted by the set deadline, the PhD school is allowed to decide that the thesis is submitted three months later at the earliest.</i></p> <p><i>The enrolment expires on the day the thesis is submitted. This also applies if the thesis is submitted earlier than expected. If a PhD student is employed at CBS, the employment also expires on the same day that the enrolment expires.</i></p> <p><i>When the PhD school is informed of a submission of a thesis, the primary supervisor's assessment of the completion of the programme is obtained, especially on the fulfilment of the course and dissemination requirements. No later than a month before submission, the PhD school must inform the PhD student if the requirements for the completion of the programme are met. The PhD student is consulted pursuant to section 14(2).</i></p> <p><i>If the requirements have been met, the thesis can be submitted and enrolment expires.</i></p> <p><i>If the requirements have not been met, they must be met before submission of the thesis.</i></p>
<p>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.</p> <p>(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.</p> <p>(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.</p>	<p>The primary supervisor's opinion on the overall PhD programme</p> <p><i>Pursuant to section 13, PhD students at CBS must give notice to the PhD school of his/her submission two months before the scheduled submission deadline, and the primary supervisor must submit his opinion as soon as possible after this notice, so the assessment process is not delayed.</i></p>

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.

Assessment of the thesis

The overall PhD programme must be completed satisfactorily before the thesis can be assessed.

Exemption clause

The PhD school is entitled to assess if the author in any other way has gained qualifications that correspond to a completed PhD programme. If such qualifications can be presented by the submission deadline, the thesis is ready for assessment.

CBS lays down rules for the processing of these so-called section 15(2)-applications.

Chapter 7

Assessment Committee

Composition of the assessment committee

<p>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.</p> <p>(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.</p>	<p>Assessment Committee</p> <p><i>Section 16b(7)2 of the University Act stipulates that the PhD committee makes recommendations to the Dean for the composition of the assessment committee.</i></p> <p><i>The head of the PhD school recommends the assessment committee to the PhD committee after consulting the supervisors and the head of the department.</i></p> <p>Time frame</p> <p><i>To facilitate the keeping of the time limits for the assessment committee's recommendation, cf. section 18(1) and the holding of the defence, cf. section 20(2), the composition of the assessment committee should be commenced immediately after the PhD student gives notice of his/her submission, cf. section 13, so the assessment committee is appointed at the time of submission.</i></p> <p>Composition</p> <p><i>The chairman of the assessment committee must be an associate professor or full professor at CBS.</i></p> <p><i>Two of the members must come from outside CBS, which means that they cannot be employed at CBS. A least one member should be from abroad. There may, however, be special academic considerations that allow a deviation from this principle.</i></p> <p><i>Copenhagen Business School's Staff Policy requires that assessment committees include both men and women.</i></p> <p><i>The primary supervisor of the PhD student is appointed to the assessment committee but is not entitled to vote in connection with the recommendations of the committee.</i></p> <p><i>The chairman of the assessment committee must inform the primary supervisor of the assessment process and the primary supervisor is entitled to read and comment on the assessment.</i></p>
<p>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.</p>	<p>Right of objection</p> <p><i>The author is informed of the composition of the assessment committee and is entitled to object to the members within a week.</i></p> <p><i>The author is informed of the final composition of the committee and has one week to withdraw the thesis before preliminary assessment.</i></p>

Chapter 8

Preliminary Assessment of the PhD thesis

Preliminary assessment

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.

The tasks of the assessment committee

The preliminary assessment must contain a review of the strong and weak points of the thesis and an identification of the thesis's contribution to the research field. Furthermore, it should be stated whether the thesis is recommended for an oral defence.

The chairman of the assessment committee sends a recommendation of the thesis to the PhD school and the primary supervisor no later than two months after submission.

Immediately after receipt of a satisfactory preliminary assessment, the head of PhD school sends the recommendation to the author, the primary supervisor and the PhD coordinator.

The assessment committee may give one of the following recommendations:

- a) *Recommendation of the thesis for defence. The committee may suggest minor corrections, but these suggestions cannot be demanded implemented before the defence. The committee will not approve the corrected version of the thesis, but the author will, well before the defence, submit a list of any changes to the PhD school.*
- b) *Recommendation of major changes (Revise & Resubmit). The author will have at least three months to improve the thesis. The committee will re-assess the thesis and make a new assessment or a comprehensive addendum to the original assessment. This opportunity can only be used once for a thesis.*
- c) *Recommendation of rejection, i.e. that the thesis cannot be defended. If the author wishes to re-submit, he/she must apply the PhD school for permission to do so.*

CBS prepares an assessment guide.

Chapter 9

Defence of the PhD thesis

Public defence and publication of the thesis

<p>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). 5</p> <p>(2) The institution must ensure that the PhD thesis is made available to the public in due time before the defence.</p> <p>(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.</p>	<p>Publication</p> <p><i>The thesis must be made public at least 10 days before the public defence. CBS Library will manage the electronic publication of the thesis.</i></p> <p><i>CBS will also print the thesis in 20 copies of which 10 are given to the student.</i></p> <p><i>In all other respects, the thesis is the property of the author and cannot be made subject to lending, sale, or redistribution without the author's written consent.</i></p> <p>The defence</p> <p><i>The defence will take place at CBS. All members of the assessment committee must be physically present at the defence.</i></p> <p><i>The supervisor is in charge of the defence.</i></p> <p><i>The external members of the assessment committee will act as examiners.</i></p> <p><i>The defence will take two hours with an added break if necessary.</i></p> <p><i>The defence will start with a 30 minute lecture in which the PhD student will account for his/her work. The two external members of the assessment committee will then act as examiners. After the public defence, other persons are allowed to ask supplementary questions.</i></p>
<p>20. The institution shall decide the time and the place for the public defence.</p> <p>(2) The defence shall take place two weeks after the submission of recommendation by the assessment committee, cf. s. 18(1), at the earliest, and no later than three months after the submission of the PhD thesis, cf. however (3) and s18(1)2.</p> <p>(3) If special circumstances apply, the university may decide to postpone the defence. Postponement of the defence is subject to an agreement between the PhD student or author and the institution, including the date arranged for the defence.</p>	<p>Time of defence</p> <p><i>The time of the defence is determined with respect to keeping of the deadline in section 20(2).</i></p> <p><i>The time is agreed between the PhD school and the author.</i></p> <p>Postponement of the defence</p> <p><i>If special circumstances apply, the defence can be postponed. This especially applies to cases in which protection of intellectual property rights necessitates a postponement, but also cases in which the author wishes to perform small revisions of the thesis. Such requests must be submitted in writing to the PhD school immediately after the author has received the assessment. The PhD school is entitled to dismiss the request if it leads to an unreasonably lengthy postponement of the defence.</i></p> <p><i>If the PhD student makes any changes in the assessed thesis, he/she must submit a list of those changes well in advance of the oral defence. The list is submitted to the PhD school and is then forwarded to the assessment committee.</i></p>

Chapter 10

Award of the PhD Degree

Final recommendation by the assessment committee

<p>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.</p> <p>(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.</p>	<p><i>The recommendation made by the assessment committee</i></p> <p><i>The assessment committee must on the basis of the thesis and the defence assess whether the requirements for the thesis and the defence have been met. The recommendation made by the assessment committee is disclosed immediately after the defence and must be submitted to the Dean of Research in writing as soon as possible.</i></p> <p><i>The PhD school will inform the Dean of Research about the recommendation, and the Dean of Research will inform the Academic Council.</i></p> <p><i>The Dean of Research and the Academic Council will be informed both in case the thesis is approved and in case it is rejected.</i></p>
<p>22. The PhD degree may be awarded if the assessment committee submits a recommendation to that effect.</p>	<p><i>Award of the PhD Degree</i></p> <p><i>The decision to award the PhD degree is made by the Academic Council immediately after the assessment committee has made the final recommendation.</i></p>

Degree certificate

<p>23.-(1) The institution issues a certificate of the award of the PhD degree.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	<p><i>Drafting of the PhD diploma</i></p> <p><i>The PhD school issues the PhD diploma.</i></p> <p><i>The diploma must contain relevant information about the studies and thesis of the individual PhD student.</i></p>
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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.

Drafting of certificate in case of discontinuation of the PhD programme

PhD students who have discontinued their PhD studies or who have not submitted their thesis etc., are entitled to receive documentation for those parts of the PhD programme, for instance PhD courses and experience in teaching and/or knowledge dissemination that have been completed satisfactorily.

Chapter 11

Standard Provisions, Complaints and Transitional Regulations

University regulations

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.

Other rules

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.

CBS may grant exemptions from all provisions in these programme regulations solely laid down by CBS, including

Admission to the PhD programme.

Grant of exemption in relation to the enrolment period.

Organisation of the PhD programme.

Appointment of supervisor.

Supervision of the PhD student.

Requirements for writing and submission of the PhD thesis.

Defence regulations.

Transition regulations are enshrined in section 30

Availability

These regulations are published on CBS' website.

Industrial PhD fellowships

<p>27. The following applies to PhD fellowships financed through the Industrial PhD scheme:</p> <p>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.</p> <p>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.</p>	<p>Special regulations regarding industrial PhD students</p> <p><i>The Industrial PhD Agreement is regulated by this part of the Ministerial Order.</i></p> <p><i>The provision only regulates the PhD programme for PhD students, whose studentships are financed by the Innovation Fund Denmark – also referred to as the Industrial PhD Agreement.</i></p> <p>Objective</p> <p><i>This agreement aims at promoting research and development in Danish private and public organisations by training researchers with an insight into the industrial aspects of research and development as well as creating personal networks with the purpose of exchanging knowledge between the companies/organisations and Danish and/or foreign universities/research institutions.</i></p> <p>Employment</p> <p><i>Industrial PhD students are employed by the company/organisation in question, but are on a parity with CBS' other PhD students in terms of enrolment.</i></p> <p>The composition of the assessment committee</p> <p><i>The assessment committee for an industrial PhD project must have at least one member with business-related research experience within the scientific field in question.</i></p>
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Exemption from the Ministerial Order

<p>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).</p> <p>(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).</p>	<p>Grants of exemption with regard to the Ministerial Order</p> <p><i>The provision entitles the Agency to grant exemptions from the provisions of the Ministerial Order in specific cases.</i></p> <p><i>The provision entitles the Agency to grant exemptions from the provisions of the Ministerial Order when the university submits an application for trials that deviate from the provisions of the Ministerial Order.</i></p>
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Complaints

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.

Authority to consider legal issues

The provision specifies the ordinary complaints procedure and stipulates that the Agency solely is entitled to process complaints regarding legal issues.

Persons entitled to file a justified complaint

The provision states who is entitled to file a justified complaint. Authors, who have not completed a PhD programme, but who have had their thesis assessed pursuant to section 15(2), are entitled to file a complaint about the decisions of the university in connection with the assessment of the thesis. As a result thereof, a rejection cannot be submitted to the Agency.

Complaints

Complaints about decisions made by the PhD committee or the head of the PhD school according to these programme regulations are submitted to the President of CBS. Complaints must be submitted no later than two weeks from the date on which you receive the decision.

The complainant may refer CBS's decision according to the above to the Danish Agency for Science and Higher Education if the complaint concerns legal issues. Complaints must be submitted no later than two weeks from the date on which you receive the decision. The complaint is addressed to the Agency but will be submitted to the President of CBS. CBS will forward the complaint to the Agency supplemented by a statement. CBS will give the complainant an opportunity of at least one week to comment on the statement. Any comments from the complainant will be forwarded to the Agency.

Please also refer to CBS's guidelines regarding students' right to file a complaint about decisions made by study committees, programme directors and programme administration

Persons entitled to file a justified complaint

Authors, who have not completed a PhD programme, but who have had their thesis assessed pursuant to section 15(2), are entitled to file a complaint about the decisions of the university in connection with the assessment of the thesis. However, the university's rejection under section 15(2) cannot be brought before the Agency, cf. section 28(2) of the PhD Order.

Commencement and transitional provisions

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.

These programme regulations are effective for PhD students enrolled in the programme by 1 January 2018 or later, and for PhD students who, pursuant to subsection 3, are transferred to these programme regulations.

Subsection 2: the existing 2017 programme regulations are repealed as of 1 January 2018, see however subsection 4.

Subsection 3: PhD students who began their studies under the former programme regulations or who, according to the transitional provisions therein have been transferred to those programme regulations, will be transferred to these 2018 programme regulations and shall complete the remainder of their studies under these programme regulations.

Subsection 4: Section 30, subsection 4 in the 2017 programme regulations remains in force.