

## **Programme regulations for the PhD School at Copenhagen Business School**

These programme regulations for the PhD School 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. Consolidation Act no. 778 of 7 August 2019.

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><b>1.-(1)</b> 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><b>Purpose</b></p> <p><i>The objective of the PhD programme at Copenhagen Business School (CBS) is to train the PhD student in how to conduct research and master the scientific methods, 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 require a broad knowledge of research.</i></p>
<p><b>2.-(1)</b> 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><b>Place</b></p> <p><i>The PhD programme takes place at CBS according to the rules of the CBS PhD School.</i></p>
<p><b>3.-(1)</b> 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><b>Structure</b></p> <p><i>The CBS PhD programme is equivalent to three years of full-time studies (180 ECTS points in total) and the programme includes among other things:</i></p> <ul style="list-style-type: none"><li>• <i>A course programme equivalent to 30 ECTS points</i></li><li>• <i>Teaching and dissemination</i></li><li>• <i>A stay in another research environment than CBS</i></li><li>• <i>An independent academic project – a PhD thesis</i></li></ul> <p><i>The PhD programme is described further in section 7.</i></p>

## Duration

<p><b>4.-(1)</b> 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.</p> <p>(2) 60 ECTS points correspond to one year of full-time studies.</p>	<p><b>Duration</b> <i>The 180 ECTS points (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.</i></p> <p><b>Part-time studies</b> <i>In each particular case, the PhD school decides whether a PhD student can be enrolled in the PhD programme on a part-time basis.</i></p> <p><i>The duration of the part-time studies will be agreed upon with the PhD school at the time of enrolment.</i></p> <p><b>Extension of enrolment</b> <i>The enrolment in the PhD programme is normally for three years. PhD students who are behind schedule in their studies are able to apply to the PhD school for an extension of the enrolment. The application must be in writing and reasoned, and the PhD student must present a progress report.</i></p> <p><i>The PhD student can apply for an extension of one year at a time. The maximum period of enrolment is seven years for both full- and part-time PhD students and eight years for 4+4 PhD students, irrespective of any other reasoned leaves of absence than maternity/paternity leave and compulsory military service.</i></p> <p><b>Leave</b> <i>If the PhD student is not able to carry out their studies due to illness, maternity/paternity leave or other circumstances, they are entitled to apply for a leave of absence. The PhD student is entitled to apply for a leave of absence in the ordinary period of enrolment as well as in any period of extension. The PhD student shall submit a 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.</i></p> <p><i>If a PhD student is employed at CBS or an external partner and a leave of absence is granted from the employment, the PhD school grants a leave of absence from the PhD studies in the same period on the basis of an application. The PhD student does not need to apply for leave in connection with military service, maternity and parental leave or long-term sick leave. However, the PhD student must inform the PhD Support of the absence. In these cases, the PhD school will follow the period of leave for the employment.</i></p>
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## Chapter 2

### Organisation of the PhD area at Copenhagen Business School

(Pursuant to the Danish University Act)

#### PhD committees and PhD schools

<p><b>16 b.</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><i>The members of the PhD committee will be elected.</i></p> <p><i>Pursuant to the bylaws of CBS, the President shall establish and abolish PhD schools at CBS.</i></p> <p><b>PhD school</b> <i>A PhD school is an organisational unit with a head, who has the overall responsibility of training PhD students within an academic 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 which meet the stipulated requirements of quality.</i></p>
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#### Head of PhD School

	<p><b>Appointment of the head of PhD school</b> <i>The head of PhD school is appointed by the President after the recommendation of the Dean of Research. The head of PhD school takes the role of a moderator in the PhD committee.</i></p> <p><b>Responsibilities of the head of PhD school</b> <i>The head of PhD school has several responsibilities with regard to the individual PhD students, the PhD course programme, the running of the PhD school and vis-à-vis the Dean of Research. The head of PhD school may delegate responsibilities to the PhD coordinators at each department.</i></p> <p><b>Tasks vis-à-vis the PhD Students</b></p> <ul style="list-style-type: none"><li><i>• Final approval of the enrolment of all new PhD students in the CBS PhD programme on the recommendation of the academic staff of the CBS PhD committee</i></li><li><i>• Appointment of primary and secondary supervisors in consultation with the responsible head of department including approval of any changes in the supervisory team</i></li><li><i>• Approval of the PhD student's PhD plan and, at the same point in time, the primary supervisor</i></li><li><i>• The secondary supervisor is either approved with the PhD plan or should be settled and approved half a year after enrolment or, at the latest, when the first biannual report is due</i></li><li><i>• Leading the rectification process after a PhD student's supervisory team/PhD coordinator has identified non-satisfactory progress of the PhD student's PhD project in one of the biannual</i></li></ul>
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	<ul style="list-style-type: none"> <li>• <i>reports; taking the final decision on the termination or continuation of enrolment after a rectification process</i></li> <li>• <i>Approval of applications for extension of enrolment and/or leave</i></li> <li>• <i>Being the arbitrator in conflicts between the PhD student, the supervisor(s) and/or the respective PhD coordinator if these conflicts cannot be settled within the department</i></li> </ul> <p><b>Tasks with regard to the PhD Course Programme</b></p> <ul style="list-style-type: none"> <li>• <i>Planning of the PhD school's PhD course programme in cooperation with the PhD committee, potential course clusters and the respective PhD coordinators</i></li> <li>• <i>Follow-up on course evaluations in collaboration with the respective PhD coordinator and the course coordinator</i></li> </ul> <p><b>Tasks with regard to the daily running of the PhD school</b></p> <ul style="list-style-type: none"> <li>• <i>Coordination of the activities of the PhD committee</i></li> <li>• <i>Planning of the PhD school's PhD programme (for example the Professional Development Programme (PD)) and other activities beyond the PhD course programme in cooperation with the PhD committee</i></li> <li>• <i>Evaluation of the activities of the PhD school</i></li> <li>• <i>Administration of the thesis assessment procedure</i></li> <li>• <i>Quality control of the head of PhD school's delegated tasks</i></li> </ul> <p><b>Responsibilities of the head of PhD school in relation to the Dean of Research</b></p> <ul style="list-style-type: none"> <li>• <i>Information on the affairs of the PhD school</i></li> <li>• <i>Development of strategies for the CBS PhD area</i></li> <li>• <i>Preparation and facilitation of international evaluations of the PhD school</i></li> </ul>
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## The PhD committee

<p>(2) The PhD committee has the following tasks:</p> <ol style="list-style-type: none"> <li>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</li> <li>2) Making recommendations to the rector on the composition of assessment committees</li> <li>3) Approving PhD courses</li> <li>4) Submitting proposals for internal guidelines for the graduate school, including the PhD guide, to the head of the graduate school</li> <li>5) Issuing opinions to the head of the graduate school on the evaluation of PhD programmes and supervision, including international evaluations of graduate schools</li> <li>6) Approving applications for credit transfers, including advance credit transfer, and for exemptions</li> <li>7) Issuing opinions on all issues of importance to the PhD programmes and supervision presented by the rector</li> <li>8) Other assignments as stipulated in the university's statutes</li> </ol> <p>(3) The PhD committee comprises representatives of the academic staff and representatives of the PhD student selected 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><b>The responsibilities of the PhD committee</b></p> <p><b>Tasks vis-à-vis the PhD Students</b></p> <ul style="list-style-type: none"> <li>• <i>The academic staff in the PhD committee recommend to the head of PhD school whether the PhD applicants, suggested by the heads of department, should be enrolled</i></li> <li>• <i>Final approval of applications for credit transfer on the basis of the recommendations of the departmental PhD coordinators</i></li> </ul> <p><b>Tasks with regard to the PhD Course Programme</b></p> <ul style="list-style-type: none"> <li>• <i>Approval of all new PhD courses</i></li> <li>• <i>Determination of the ECTS points of any new CBS PhD course</i></li> <li>• <i>Discussion of potential cooperation of departments with regard to the supply of PhD courses</i></li> </ul> <p><b>Tasks with regard to the daily running of the PhD School</b></p> <ul style="list-style-type: none"> <li>• <i>Discussing and evaluating PhD school activities beyond the course programme</i></li> <li>• <i>Exchange of best practice</i></li> <li>• <i>Making recommendations with regard to the composition of assessment committees</i></li> <li>• <i>Drawing up proposals on internal guidelines</i></li> </ul> <p><b>Tasks in relation to the Dean of Research</b></p> <ul style="list-style-type: none"> <li>• <i>Electing its own chair (academic staff) and a possible deputy chair (PhD student)</i></li> <li>• <i>Discussing and making statements on all relevant issues presented by the Dean of Research</i></li> <li>• <i>Discussing potential rule changes</i></li> </ul> <p><b>The composition of the PhD committee</b>  <i>The members of the PhD committee are elected among the academic staff and the PhD students. 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 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 scheme (the 4+4 model), the following entry requirements apply:*

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

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

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

*Applications for admission to the PhD programme 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.*

#### **Mark requirements**

*CBS may impose entry requirements in the form of minimum marks in the qualifying exams. Any such requirements will be stated on the website and in the CBS PhD Study Handbook.*

#### **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 PhD scholarship 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.) will fund the programme until completion.*

#### **Financing arrangement**

*If external resources contribute to the financing of the PhD studies, a written cooperative agreement regarding other financial aspects, agreements on*

	<p><i>intellectual property rights, publishing and termination must be presented at the time of enrolment. The cooperative agreement must be approved by the head of PhD school and the head of department.</i></p> <p><b>Special admission requirements</b>  <i>In special cases, the PhD school may grant an exemption from the requirement of a prior completed master programme (and, for instance, admit students according to the 4+4 scheme), but as a principal rule, it is required that the master programme is completed before the commencement of the PhD programme.</i></p> <p><i>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.</i></p> <p><i>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 points at master level. In this case, CBS will assess in which master programme the applicant can be enrolled. If a suitable master programme is not found, the enrolment cannot take place.</i></p> <p><i>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 points.</i></p>
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## Admission

<p><b>6.-(1)</b> The institution decides who is to be admitted as PhD students. The institution's rules must stipulate the criteria on which admission is based.</p>	<p><b>Approval of the PhD student</b>  <i>Pursuant to section 16b(4) of the University Act, the head of PhD school shall approve PhD students on the recommendation of the academic staff of the PhD committee.</i></p> <p><i>Importance is attached to the following in the approval process:</i></p> <ul style="list-style-type: none"> <li>• <i>The applicant has the necessary academic skills to complete the programme</i></li> <li>• <i>The PhD thesis can be expected to be completed within the determined programme duration</i></li> <li>• <i>The necessary financial resources are available for the completion of the entire PhD programme, cf. section 8(5)</i></li> <li>• <i>The necessary supervisors can be appointed to the PhD student and the project, cf. section 8</i></li> </ul> <p><i>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.), they must obtain an approval of admission to the PhD school prior to the application (a pre-approval).</i></p>
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## Enrolment

<p>(2) The PhD student is enrolled administratively on the PhD programme.</p>	<p><b>Administrative enrolment</b> <i>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.</i></p> <p><i>Only educational matters, i.e., enrolment and expiration of enrolment, are regulated in the PhD Order and these programme regulations.</i></p> <p><i>As far as employment and termination of employment are concerned, reference is made to the employment provisions.</i></p>
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## Chapter 4

### Contents and Structure

#### Contents

<p><i>Contents of the PhD programme etc.</i></p> <p><b>7.-(1)</b> The PhD programme is set up in accordance with rules laid down by the institution.</p> <p>(2) During the programme, the student is required to:</p> <ol style="list-style-type: none"><li>1) Carry out independent research work under supervision (the PhD project).</li><li>2) Complete PhD courses or similar study elements totalling approx. 30 ECTS points.</li><li>3) Participate in active research environments, including stays at other, mainly foreign, research institutions, private research enterprises etc.</li><li>4) Gain experience of teaching activities or other form of knowledge dissemination which is related to the student's PhD project.</li><li>5) Complete a PhD thesis on the basis of the PhD project.</li></ol>	<p><b>Contents of the PhD programme</b></p> <p><i>Section 7 of the Ministerial Order stipulates the framework for PhD training spelled out by the individual student in the PhD plan, cf. section 9.</i></p> <p><i>The PhD school may clarify these provisions and determine rules on course requirements, seminars, etc.</i></p> <p><b>Work-in-progress seminars</b></p> <p><i>The PhD student is required to present their research project at two work-in-progress seminars (WIP).</i></p> <p><b>WIP 1</b></p> <p><i>The first seminar should take place within the first year of enrolment. For 4+4 PhD students this period is extended to 2 years.</i></p> <p><b>WIP 2</b></p> <p><i>The second seminar should take place close to the end of the project (three to six months before the hand-in of the thesis).</i></p> <p><i>The seminars are described further in the CBS PhD Study Handbook.</i></p> <p><b>PhD courses</b></p> <p><i>The academic level of the PhD courses must be higher than the qualifying master programme, unless special academic considerations call for a deviation from this principle.</i></p> <p><i>The composition of the courses must support the completion of the specific research project and/or give the PhD student an overall competence within theory and methodology of the research field.</i></p> <p><i>The PhD plan must describe a course programme which meets all requirements for mandatory courses, if any, and seek to ensure that the courses underpin the completion of the project.</i></p> <p><i>The PhD student must complete courses that total at least 15 ECTS points within the first year of the programme, which must be specified in the PhD plan where possible.</i></p> <p><i>The PhD student may take PhD courses offered by CBS, other Danish universities or foreign universities. Skill courses and conference participation with a paper may, by approval, give ECTS points. The PhD committee shall approve the determination of points in accordance with section 16b.</i></p> <p><b>Seminars, workshops and pedagogical training</b></p> <p><i>CBS may offer non-ECTS-giving seminars and workshops in selected topics relevant for PhD</i></p>
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	<p>students. CBS may determine that some of these activities are mandatory for PhD students.</p> <p>Similar courses taken at other institutions will not give ECTS points but may in some cases replace mandatory elements at CBS.</p> <p><b>Participation in active research environments/stays abroad</b>  <i>Unless otherwise agreed, the PhD student is expected to stay at CBS for at least half of the programme's duration. The PhD student is required to participate in active research environments, including stays at other, mainly foreign, research institutions, private research enterprises etc.</i></p> <p><b>Teaching/dissemination</b>  <i>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.</i></p> <p><i>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.</i></p> <p><i>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 activities.</i></p>
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	<p><b>Collaboration agreements</b>  <i>The PhD student is encouraged to enter into written agreements with external cooperation partners and data sources on the collection, storage and publication of empirical material. The department drafts the agreement on the basis of CBS' standard agreements. The agreement is signed by the head of department, the PhD student and the head of PhD school.</i></p> <p><b>The 4+4 scheme</b>  <i>CBS has special guidelines for the 4+4 scheme.</i></p> <p><b>Double degree</b>  <i>CBS has special guidelines for the double degree scheme.</i></p>
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**Credit**

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

<p><b>8.-(1)</b> 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.</p> <p>(2) On its own initiative or following an application from the PhD student, the institution may:</p> <ol style="list-style-type: none"><li>1) Appoint other supervisors, who must be qualified within the relevant field.</li><li>2) Replace the principal supervisor and other supervisors.</li><li>3) The institution offers the PhD student a teaching course.</li><li>4) The institution offers the PhD student teaching guidance.</li><li>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.</li><li>6) The institution lays down rules for the supervision provided to the PhD student.</li></ol>	<p><b>Minimum two supervisors for each PhD project</b> <i>Pursuant to section 16b, the head of 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, professor with special responsibilities (MSO) or a full professor at CBS.</i></p> <p><i>The secondary supervisor can be an assistant professor, an associate professor, professor with special responsibilities (MSO) or a full professor at CBS or at another academic institution. Additional rules for Industrial PhD students and PhD students employed at vocational higher educational institutions apply.</i></p> <p><i>Both supervisors must have current research experience within the field.</i></p> <p><i>In addition, other supervisors without current research experience may be appointed if needed.</i></p> <p><i>The primary supervisor is appointed provisionally concurrently with the enrolment of the PhD student and finally concurrently with the approval of the PhD plan. The secondary supervisor is appointed either concurrently with the approval of the PhD plan or within the first half year of enrolment or at the latest at the time of the first biannual report. 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.</i></p> <p><b>Supervision hours</b> <i>The PhD school determines the number of supervision hours and the framework for the distribution of supervision hours between the supervisors.</i></p> <p><b>Change of supervisor team</b> <i>It is possible to appoint further supervisors and to replace the primary supervisor or other supervisors during the project.</i></p> <p><i>If a PhD student wishes to replace the supervisor (or expand the supervisor group), they must submit a reasoned application to the head of PhD school.</i></p>
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## Chapter 5

### Completion

#### PhD plan

<p>Completion of the PhD programme</p> <p><b>9.-(1)</b> 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"><li>1) A schedule.</li><li>2) An agreement on the type of supervision provided.</li><li>3) A plan for the PhD project.</li><li>4) A plan for PhD courses etc.</li><li>5) A plan for participation in active research environments.</li><li>6) A plan for teaching activities or other types of knowledge dissemination.</li><li>7) Any agreements on intellectual property rights</li><li>8) A financial plan (budget).</li></ol>	<p><b>Purpose</b> <i>A PhD plan specifies the PhD studies for the individual student pursuant to section 7(2).</i></p> <p><b>Contents</b> <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><b>Time frame</b> <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, PhD coordinator, the head of department and the head of PhD school no later than three months after the commencement of the PhD programme. Pursuant to section 10, making adjustments to the plan in connection with the biannual reports is allowed, just as small changes, such as specific agreements on research stays at other institutions, course participation, etc. which are not in place after three months, can be added afterwards.</i></p> <p><i>If the PhD plan cannot be approved, the PhD student is given two weeks to improve it. If the plan still cannot be accepted, the PhD student's enrolment is terminated.</i></p>
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<p><b>10.-(1)</b> 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.</p> <p>(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.</p>	<p><b>Biannual reports</b> <i>At CBS, an assessment of the progress is taking place on an ongoing basis by means of biannual reports.</i></p> <p><i>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.</i></p> <p><i>The biannual report must contain any adjustments made to the PhD plan.</i></p> <p><i>The biannual report is endorsed by the primary supervisor and submitted to the PhD coordinator for approval. The assessment of the biannual report must allow for approved leave of absence.</i></p> <p><b>Rectification</b> <i>If the head of PhD school assesses that the PhD student is not making satisfactory progress, the PhD school, cf. section 10(2), may give the PhD student three months to rectify the situation. The head of PhD school will inform the PhD student of the reason and the deadline in writing.</i></p>
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<p>(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.</p> <p>(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.</p>	<p><i>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 the PhD programme. If the rectification is unsuccessful, the PhD student's enrolment is terminated without further notice.</i></p> <p><i>The rectification period can only be given to the PhD student once during the PhD programme.</i></p> <p><b>Unsolicited termination of enrolment</b> <i>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.</i></p> <p><i>Termination of employment is subject to the general employment provisions.</i></p>
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## 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><b>Requirements</b> <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><i>Regarding the 4+4 scheme and the use of material from the master thesis, special guidelines apply.</i></p> <p><b>Guide to standard formats</b> <i>The thesis may be either a monograph or article-based, but no matter the chosen format, it may not exceed 500 pages.</i></p> <p><i>The monograph format organises all its chapters around a central problem and has an introduction and a conclusion. It must be single-authored.</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. It is a requirement that each individual article 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.</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><b>Choice of thesis format</b> <i>The format of the thesis must be specified by the third biannual report at the latest.</i></p>
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## 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 but can be written in other languages by agreement with the supervisors and a written approval by the head of PhD school.</i></p> <p><i>At the time of submission, the thesis must contain executive abstracts in both English and Danish. If the thesis is written in another language, it must contain an abstract in this language as well.</i></p>
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## Co-author declarations

<p>(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><b>Co-author declaration</b></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><b>Expiration of enrolment in the PhD programme</b></p> <p><i>The three years of PhD studies comprise dissemination, courses, research stay 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 they expect to submit the thesis in order to have the assessment committee appointed:</i></p> <ul style="list-style-type: none"> <li><i>• Before the appointment of the assessment committee, the PhD Support checks that the PhD student has fulfilled the course requirement, completed a stay in another research environment than CBS, submitted the required number of biannual reports and completed two work-in-progress seminars</i></li> <li><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. When the PhD student informs the PhD school of the planned submission of a thesis, the PhD school obtains the primary supervisor's assessment of the completion of the programme with a focus on the fulfilment of the course and dissemination requirements. Based on the supervisor's assessment, the PhD school informs the PhD student if the requirements for the completion of the programme are met. If the</i></li> </ul>
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	<p><i>primary supervisor states that the PhD programme is not completed satisfactorily, the PhD student is consulted pursuant to section 14(2). If the requirements have been met, the thesis can be submitted and enrolment expires. If the requirements have not been met, they must be met before submission of the thesis</i></p>
<p><b>14.-(1)</b> Within one week of the submission of the thesis, the principal supervisor must submit an opinion on the PhD programme as a whole, including the completion of the individual elements of the PhD plan, see section 9.  (2) If the principal supervisor states in the opinion that the PhD programme is not completed satisfactorily, the PhD student must be given at least two weeks to comment on the principal supervisor's opinion.  (3) On the basis of the opinion of the principal supervisor, see subsection (1), the PhD student's comments, if any, see subsection (2), and the regular assessments, see section 10(1), the institution must determine whether the PhD programme has been completed satisfactorily.</p>	<p><b><i>The primary supervisor's opinion on the overall PhD programme</i></b>  <i>Pursuant to section 13, PhD students at CBS must give notice to the PhD school of their submission two months before the scheduled submission deadline, and the primary supervisor must submit their opinion as soon as possible after this notice so the assessment process is not delayed.</i></p>
<p><b>15.-(1)</b> 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.</p>	<p><b><i>Assessment of the thesis</i></b>  <i>The overall PhD programme must be completed satisfactorily before the thesis can be assessed.</i></p> <p><b><i>Exemption clause</i></b>  <i>The PhD school is entitled to assess if the author in any other way has gained qualifications that correspond to a completed PhD programme.</i></p> <p><i>CBS lays down rules for the processing of applications for submission under section 15(2).</i></p>

## Chapter 7

### Assessment Committee

#### Composition of the assessment committee

<p><i>Section 16b(2)2 of the University Act stipulates that the PhD committee makes recommendations to the President for the composition of the assessment committee.</i></p> <p><b>Ministerial Order</b> <b>16.-(1)</b> 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. <b>(2)</b> 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><b>Assessment Committee</b> <i>After the primary supervisor has identified suitable assessment committee members, the department PhD coordinator ensures that the criteria by the PhD School are met. The head of department ensures that the nominated assessment committee members have sufficient independence and arm's length to the PhD student and supervisor team and submits the proposal to the PhD Committee. The final decision on the composition of the assessment committee is delegated to the head of department taking the recommendation by the PhD Committee into account.</i></p> <p><b>Time frame</b> <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 their submission, cf. section 13, so the assessment committee is appointed at the time of submission.</i></p> <p><b>Composition</b> <i>The chair of the assessment committee must be an associate professor, professor with special responsibilities (MSO) or full professor at CBS.</i> <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. However, there may be special academic considerations that allow a deviation from this principle.</i> <i>Copenhagen Business School's Staff Policy requires that assessment committees include both men and women.</i> <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. The chair of the assessment committee must keep the primary supervisor informed of the assessment process and give the primary supervisor the opportunity to read and comment on the assessment in a timely fashion.</i></p>
<p><b>17.</b> 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</p>	<p><b>Right of objection</b> <i>The PhD student or the author is informed of the composition of the assessment committee and is entitled to object to the members within a week.</i></p>

or the author is entitled to object to the members appointed within a period of at least one week.

*After the PhD student's or the author's objection has been decided on, the author is informed of the final composition of the committee and has one week to withdraw the thesis before the preliminary assessment.*

## Chapter 8

### Preliminary Assessment of the PhD thesis

#### Preliminary assessment

<p><b>18.-(1)</b> 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.</p> <p>(2) If the recommendation is favourable, the defence of the thesis can take place.</p> <p>(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.</p> <p>(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:</p> <ol style="list-style-type: none"><li>1) That the defence of the thesis may not take place.</li><li>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.</li><li>3) That the PhD thesis must be submitted for assessment by a new assessment committee.</li></ol>	<p><b>The tasks of the assessment committee</b></p> <p><i>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 must be stated whether the thesis is recommended for an oral defence.</i></p> <p><i>The chair 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.</i></p> <p><i>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.</i></p> <p><i>The assessment committee must give one of the following recommendations:</i></p> <ol style="list-style-type: none"><li>a) <i>Recommendation of the thesis for defence. The committee may suggest minor corrections, but these suggestions cannot be demanded implemented before the defence. Please note that the author is not allowed to make changes to the content of the thesis, unless the head of PhD school has approved that changes can be made. The committee will not approve the corrected version of the thesis, but the author must, well before the defence, submit a list of any changes to the PhD school.</i></li><li>b) <i>Recommendation of major changes (Revise &amp; Resubmit). The author will have at least three months to improve the thesis. The committee will reassess 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.</i></li><li>c) <i>Recommendation of rejection, i.e., that the thesis cannot be defended. If the author wishes to resubmit, an application must be submitted to the PhD school for permission to do so.</i></li></ol>
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## Chapter 9

### Defence of the PhD thesis

#### Public defence and publication of the thesis

<p><b>19.-(1)</b> 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).</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><b>Publication</b></p> <p><i>The thesis must be made public 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 author.</i></p> <p><i>In all other respects, the thesis is the property of the author and cannot be made subject to sale or redistribution without the author's written consent.</i></p> <p><i>The author is not allowed to make changes to the content of the thesis, unless the assessment committee has suggested changes to the thesis and the head of PhD school has approved that changes can be made. If the author makes any changes in the assessed thesis, the author 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> <p><b>The defence</b></p> <p><i>The defence will take place at CBS. All members of the assessment committee, primary supervisor and the author must be physically present at the defence unless otherwise agreed previously.</i></p> <p><i>The primary supervisor is in charge of and chairs 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 1.5-2 hours with an added break if necessary.</i></p> <p><i>The defence will start with a 30-minute lecture in which the author will account for their work. The two external members of the assessment committee will act as examiners. After the public defence, the audience are allowed to ask supplementary questions. The chair of the assessment committee has no formal role but is invited to give comments directly after the external members of the committee and before potential questions from the audience. Before the defence, the chair of the assessment committee must inform the chair of the defence about their intention to ask questions to the author.</i></p>
<p><b>20.-(1)</b> The institution decides the time and place of the public defence.</p> <p>(2) The defence takes place two weeks after the assessment committee's submission of its</p>	<p><b>Time of defence</b></p> <p><i>The time of the defence is determined with respect to keeping the deadline in section 20(2).</i></p>

<p>recommendation, at the earliest, see section 18(1), and within three months of the submission of the PhD thesis, at the latest, see, however, subsection (3) and section 18(1), second sentence.</p> <p>(3) If special circumstances apply, the institution may decide to postpone the defence.</p> <p>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.</p>	<p><i>The time is agreed between the assessment committee and the PhD school, which will inform the author.</i></p> <p><b>Postponement of the defence</b></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. 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>
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## Chapter 10

### Award of the PhD Degree

#### Final recommendation by the assessment committee

<p><b>21.-(1)</b> 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><b><i>The recommendation made by the assessment committee</i></b></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 PhD School in writing as soon as possible.</i></p> <p><i>The PhD school will inform the Academic Council of the recommendation.</i></p>
<p><b>22.</b> The PhD degree may be awarded if the assessment committee submits a recommendation to that effect.</p>	<p><b><i>Award of the PhD Degree</i></b></p> <p><i>The decision to award the PhD degree is made by the Academic Council after the assessment committee has made the final recommendation.</i></p>

#### Degree certificate

<p><b>23.-(1)</b> 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>(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).</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><b><i>Drafting of the PhD diploma</i></b></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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<p>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.</p>	<p><b><i>Drafting of documentation in case of discontinuation of the PhD programme</i></b> <i>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 they have completed satisfactorily.</i></p>
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## Chapter 11

### Standard Provisions, Complaints and Transitional Regulations

#### University regulations

<p><b>25.-(1)</b> The institution lays down rules on:</p> <ol style="list-style-type: none"><li>1) Admission to the PhD programme, see section 6(1).</li><li>2) Organisation of the PhD programme, see section 4(1), section 7(1) and section 10(1).</li><li>3) Appointment of the principal supervisor, see section 8(1), and any further supervisors, see section 8(2) and section 27(1), no. 1.</li><li>4) Supervision of PhD students, see section 8(6).</li><li>5) Writing and submission of the PhD thesis, see section 12(1).</li><li>6) Defence of the PhD thesis, see section 19(1).</li></ol> <p>(2) The university also lays down rules on admission to the PhD programme pursuant to section 5(2).</p> <p>(3) The rules must contain a provision to the extent that the institution may grant exemptions from the rules laid down by the institution.</p> <p>(4) The rules and material amendments thereto must comprise the necessary interim arrangements.</p> <p>(5) The institution's rules must be made public on the institution's website.</p> <p><i>Other rules</i></p> <p><b>26.-(1)</b> 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:</p> <ol style="list-style-type: none"><li>1) The composition of the assessment committee, see section 16(1), first sentence, and section 16(2), second sentence.</li><li>2) The deadline for preliminary assessment of the PhD thesis, see section 18(1), first and second sentence.</li><li>3) The deadline for scheduling the defence of the PhD thesis, see section 20(2).</li></ol> <p>(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.</p>	<p><b><i>CBS may grant exemptions from all provisions in these programme regulations solely laid down by CBS, including</i></b></p> <ul style="list-style-type: none"><li>• Admission to the PhD programme</li><li>• Grant of exemption in relation to the enrolment period</li><li>• Organisation of the PhD programme</li><li>• Appointment of supervisor</li><li>• Supervision of the PhD student.</li><li>• Requirements for writing and submission of the PhD thesis</li><li>• Defence regulations</li></ul> <p><b><i>Availability</i></b> <i>These regulations are published on CBS' website.</i></p>
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## Industrial PhD fellowships

<p><b>27.</b> 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><b>Special regulations regarding industrial PhD students</b></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 enrolments are financed by the Innovation Fund Denmark – also referred to as the Industrial PhD Agreement.</i></p> <p><b>Objective</b></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><b>Employment</b></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><b>The composition of the assessment committee</b></p> <p><i>The assessment committee for an industrial PhD project must have at least one member with company-relevant research experience within the relevant field.</i></p>
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## Exemption from the Ministerial Order

<p><b>28.-(1)</b> 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><b>Granting of exemption with regard to the Ministerial Order</b></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

<p><b>29.-(1)</b> 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.</p> <p>(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.</p> <p>(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).</p> <p>(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.</p>	<p><b>Authority to consider legal issues</b> <i>The provision specifies the ordinary complaints procedure and stipulates that the Agency solely is entitled to process complaints regarding legal issues.</i></p> <p><b>Persons entitled to file a justified complaint</b> <i>The provision states who is entitled to file a justified complaint. Authors who have not completed a PhD programme but 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.</i></p> <p><b>Complaints</b> <i>Complaints about decisions made by the PhD committee or the head of 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.</i></p> <p><i>The complainant may refer to CBS' 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 at least one week to comment on the statement. Any comments from the complainant will be forwarded to the Agency.</i></p> <p><i>Please also refer to CBS's guidelines regarding students' right to file a complaint about decisions made by study committees, programme directors and the programme administration.</i></p> <p><b>Persons entitled to file a justified complaint</b> <i>Authors who have not completed a PhD programme but 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.</i></p>
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## Commencement

<p><b>30.-(1)</b> This ministerial order enters into force on 1 September 2013.</p> <p>(2) Ministerial Order no. 18 of 14 January 2008 on the PhD Programme at the Universities (PhD Order) is repealed.</p> <p>(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.</p>	<p><i>These programme regulations are effective for all PhD students as of 1 September 2024.</i></p>
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