

GUIDELINES FOR THE 4+4 PHD PROGRAMME AT CBS

The Ministerial Order on the PhD Programme at Universities and Certain Higher Artistic Educational Institutions (PhD Order) states the following:

- 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.

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

To section 5

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

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

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

Introduction

At CBS, it shall be possible to commence the PhD programme in connection with a master programme through enrolment in a 4+4 scheme. Pursuant to the Order, for such an integrated master and PhD programme, it shall be ensured that the entire programme is of the same scope and level as other PhD programmes (s. 5(2) of the PhD Order).

The 4+4 PhD programme is divided into Part A (the first two years) and Part B (the last two years). During Part A, the student is concurrently enrolled in both the master

and the PhD programme and during Part B the student is only enrolled as a PhD student, please see Table 1.

Usually, the master programme shall be completed two years after enrolment in the flexible PhD scheme. Please see my.cbs.dk for information on [Exemptions](#).

The two-year employment period (Part B) shall not be prolonged in case the master programme (Part A) is completed before the end of the two first years of the PhD enrolment. The students shall have the opportunity to complete their master degree if the PhD enrolment is terminated.

Admission to the 4+4 PhD programme

CBS accepts enrolment in the 4+4 programme starting 1 September and in special cases enrolment can take place 1 February.

To be enrolled in the 4+4 PhD programme, the applicants shall have completed a bachelor degree (or similar) and passed electives / courses equivalent to 60 ECTS from a relevant master programme within CBS' academic area. For requirements regarding grades, etc., please see cbs.dk.

Applicants who are not enrolled in a master programme at CBS shall be evaluated by the Admission Office after which admission can be applied for. For the evaluation, original transcripts and official course descriptions for each course must be submitted.

Please note that citizens from outside the EU, the EEA or Switzerland must pay tuition fee for the master degree. This expense cannot be waived or paid by CBS.

4+4 students can be enrolled in the PhD programme for 8 years as opposed to research fellows and independent PhD students who can be enrolled for a maximum of 7 years.

Affiliation and employment

When enrolled in the CBS PhD school through the 4+4 PhD programme, the student is affiliated to CBS both as a Master - and as a PhD student. During the first two years, the student receives two SU grant portions per month (a total of maximum 48 SU grant portions) which are disbursed via CBS. In addition, the student is granted 16 monthly work hours (the remuneration of these is regulated in the collective agreement for state sector university graduates). Thus, the total expense for CBS equals a three-year paid PhD employment.

During Part A, the monthly allowance (the two SU grant portions) shall be paid in advance, while the monthly work hours are paid in arrears.

The work obligation in Parts A and B constitutes a gross 416 hours in total. A proportional deduction of time for lunchbreaks, vacation etc. takes place. This means that a total of 277.33 hours are to be registered in Prophix for the entire duration of the 4+4 PhD programme.¹

During Part A of the flexible PhD scheme, where the student is enrolled both as a master and a PhD student, vacation is regulated in this way: The monthly allowance (in accordance with what generally applies for SU grants) is paid out the whole year and thus also during holiday periods. In regard to the monthly allowance, no special holiday registration is thus to be made.

In regard to the 16 monthly work hours, the PhD student accrues holiday pay of 12.5 percent of the hourly pay. The same rules apply as for other hourly paid employees, and the PhD student must register their absence from work due to holiday in the CBS personnel management system (at the time of issue of these guidelines: CBS Core). Furthermore, the PhD student must report the vacation days to the central Danish holiday pay office (*FerieKonto*) in order to have their vacation pay disbursed.

When graduating with a satisfactory result after two years of affiliation as a Master and a PhD student (Part A), a transition to salaried employment as a research fellow for a maximum of two years (Part B) shall take place. At the time of issue of these guidelines, a satisfactory result is defined as

- a grade of 10 or above (on the Danish 7-point grade scale) for the master's thesis, *and simultaneously*
- a grade point average (GPA) of 9.5 for the Master degree, 8.2 for the Bachelor and Master degree together or graduating within the top 40 % of the class.

In special cases, a dispensation from the above-mentioned requirements regarding satisfactory results can be granted by the PhD school.

The transition to Part B takes place immediately after the end of the month in which the PhD student has defended their master thesis and thus the master programme in a satisfactory way according to the [CBS PhD school's rules and regulation](#) on admission. Please also see table 1 below.

The salary during Part B is paid monthly in arrears.

¹ For PhD students following an ordinary 3-year programme, where they are employed as research fellows for the whole duration of the programme a total of gross 840 (net 416) working hours for tasks such as teaching are to be carried out by the PhD student. Because a 4+4 PhD student is only a salaried employee for 2 years as opposed to 3 years for a research fellow in an ordinary position, the 4+4 student has a reduced number of Prophix hours compared to the 3-year research fellow.

The department and HR & Legal shall be responsible for the affiliation and employment Part.

Finalizing the master thesis in advance of the schedule:

It is important that 4+4 PhD students are aware of the consequences for the course of the programme if they should decide to submit the thesis early and, consequently, defend the thesis in advance of the schedule.

If the thesis is defended in advance of the schedule in a satisfactory way the following applies: As the transition to Part B will always take place after the end of the month of the defence, regardless of the fact that the scheduled two years of Part A have not yet passed, the total duration of the PhD programme will be shortened with the amount of time that the factual time of the defence lies ahead of the scheduled time. This also has the practical, financial implication that the right to receive any further SU grants and salary for monthly tasks during the 4+4 programme will cease at the end of the month of the early defence (as the above-mentioned types of payment can only be paid out during Part A). The 4+4 PhD student will from that point on be a salaried employee for the remainder of the programme (Part B – which cannot exceed two years).

Please see my.cbs.dk for guidelines, deadlines and further information on early submission of master thesis: [Master thesis – Earlier submission](#)

The 4+4 programme – content and structure

The 4+4 PhD programme is divided into Part A (the first part of up to two years) and Part B (the last part, of up to two years as well). During Part A, the student is concurrently enrolled in both the master and the PhD programme. Part A is finished when the student graduates from the Master programme having passed approved electives and the final oral examination (master thesis) in a satisfactory way – please see [Admission](#) and ‘Educational Requirements’ above. Part B starts the following month after graduating from the Master programme, as described in Table 1 below:

Table 1:

Table 1.			
PART A	Master and PhD student	Study year 5	Study year 6
The student is concurrently enrolled in a Master programme and a PhD programme (the student receives SU PhD grants from CBS and, at the same time, hourly pay for 16 work hours per month)	Complete Master programme; see requirements set out in the applicable programme regulation: <ul style="list-style-type: none">• Pass courses and programme elements in accordance with the programme regulation and the PhD plan• Conclude thesis contract• Write and pass thesis (minimum grade 10)• Graduate from the Master programme with a satisfactory GPA <i>or</i> otherwise fulfill the educational requirements – see cbs.dk Complete one third of the PhD programme; <ul style="list-style-type: none">• PhD courses (15 ECTS)• Start research activities• State progress via biannual reports• WIP1 seminar	30 ECTS Master Student	30 ECTS Master Student
		30 ECTS PhD Student	30 ECTS PhD Student
		120 ECTS (60 Master and 60 PhD Student)	
PART B	PhD Student	Study year 7	Study year 8
The student has graduated from the Master programme and is only enrolled in the PhD programme (the student is employed as a research fellow, i.e. as a salaried employee)	Complete PhD programme in accordance with the approved PhD plan i.a.; <ul style="list-style-type: none">• PhD courses (15 ECTS)• Research Stay• Fulfill teaching obligations (277,33 hours)• State progress via biannual reports• WIP2 seminar For further information please see requirements in the PhD rules and regulations	60 ECTS PhD Student	60 ECTS PhD Student
		120 ECTS (PhD Student)	

4+4 PART A

Part A includes the completion of the master programme in parallel with the completion of the first year of the PhD programme.

The content of Part A of the *Master programme* concerning which electives to take shall be agreed upon with the primary supervisor and the programme director before enrolment.

Dispensations from deadlines in the master programme can be sought and shall be granted, if the PhD supervisor and PhD coordinator approve prior to a given deadline.

The content of Part A of the *PhD programme* shall be agreed upon between the PhD student and the primary supervisor and documented in the individual PhD plan.

The PhD plan

During the first two months of the PhD programme, a PhD plan shall be prepared in Research Planner together with the primary supervisor. The PhD plan shall be continuously updated by submission of bi-annual reports throughout the study period.

Research question, deadlines, etc. shall be determined in both the Thesis Contract and the PhD plan.

WIP seminar

The PhD student shall present their research at two WIP seminars. The first seminar shall take place during the second year of Part A. The seminars are further described in the [CBS PhD Study Handbook](#).

The master thesis

The master thesis must be written and defended individually. With reference to the Master Programme Regulation §19.7, master students have the right to apply for this option, and in connection with the 4+4 PhD programme, this option is mandatory to choose. Please see my.cbs.dk - [How to write alone](#)

The principal supervisor is usually both thesis supervisor and examiner.

Exams and the oral defense of the master thesis

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

The defence of the master thesis shall be held no later than 24 months after admission to a 4+4 programme unless approved postponement applies.

Assessment criteria

Should the student fail to pass the oral defence of the master thesis, the PhD student is granted 3 additional months to hand in a revised master thesis. Should the student fail a second time, the student is disenrolled from the PhD programme but can with a third and last attempt complying with the stipulations of the University Programme Order 5(3) have a final attempt at graduating from the master programme.

Transition from Part A to Part B shall be contingent on Part A ending with graduating from the master programme with a satisfactory result - please see [Admission](#) and 'Educational Requirements' and having met the requirements in the PhD plan, the programme regulations and the Order.

4+4 PART B

Part B starts in the month after the master thesis has been defended satisfactorily. The student shall the following two years be a PhD student exclusively, be employed by the department as a research fellow (two years maximum), complete the PhD programme in accordance with the approved PhD plan and comply with the rules and regulations of the PhD programme.

For more information about the PhD programme please see [CBSshare](#)