

DTU



Process for handling your PhD thesis

Supervisor

1-2 months before the thesis submission deadline, the supervisor must put together and submit

the assessment committee via email to the department's PhD admins.



PhD admins

PhD admins

Check and forward the proposal for the assessment committee and forward it via DOCX to the PhD office in 101



PhD office in 101

The PhD office forwards the proposal for the assessment committee to the chairman of the PhD Committee



Chairman of the PhD committee

The chairman of the PhD Committee forwards the approval of the assessment committee to the PhD office

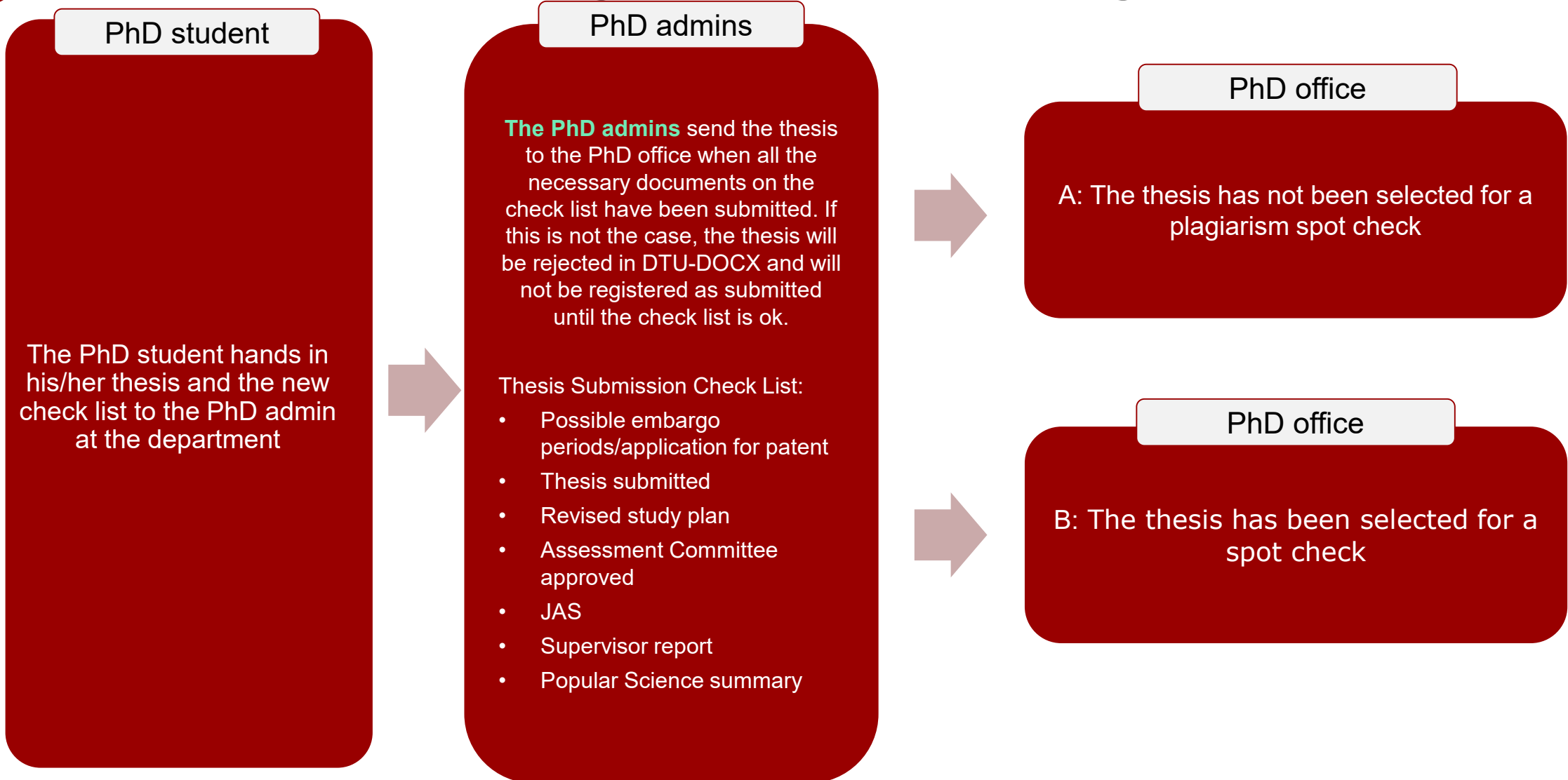


PhD office in 101

When the assessment committee has been approved:

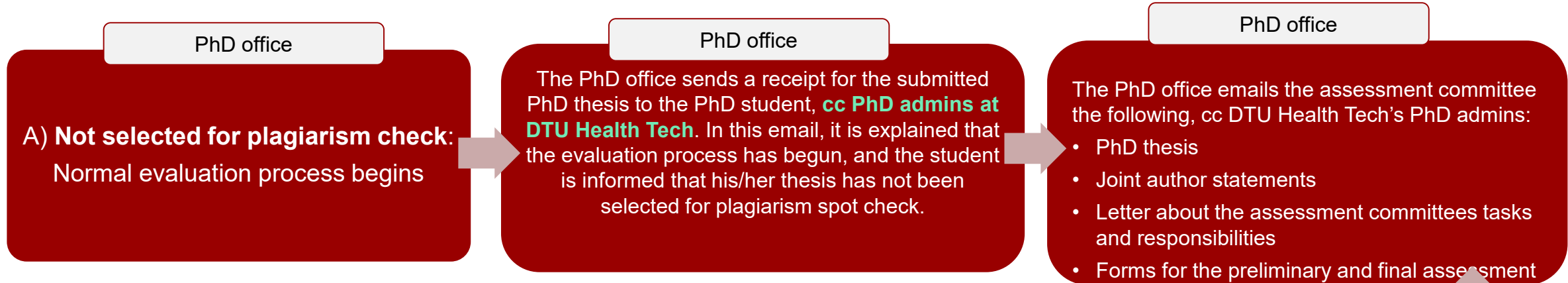
- 1) The PhD office sends an email and a letter to the PhD student concerning the approval of the assessment committee, cc the department's PhD admins.
- 2) The PhD office sends an email to the assessment committee containing information about the composition of the evaluation committee.

Process for handing in PhD thesis, Plagiarism spot checks

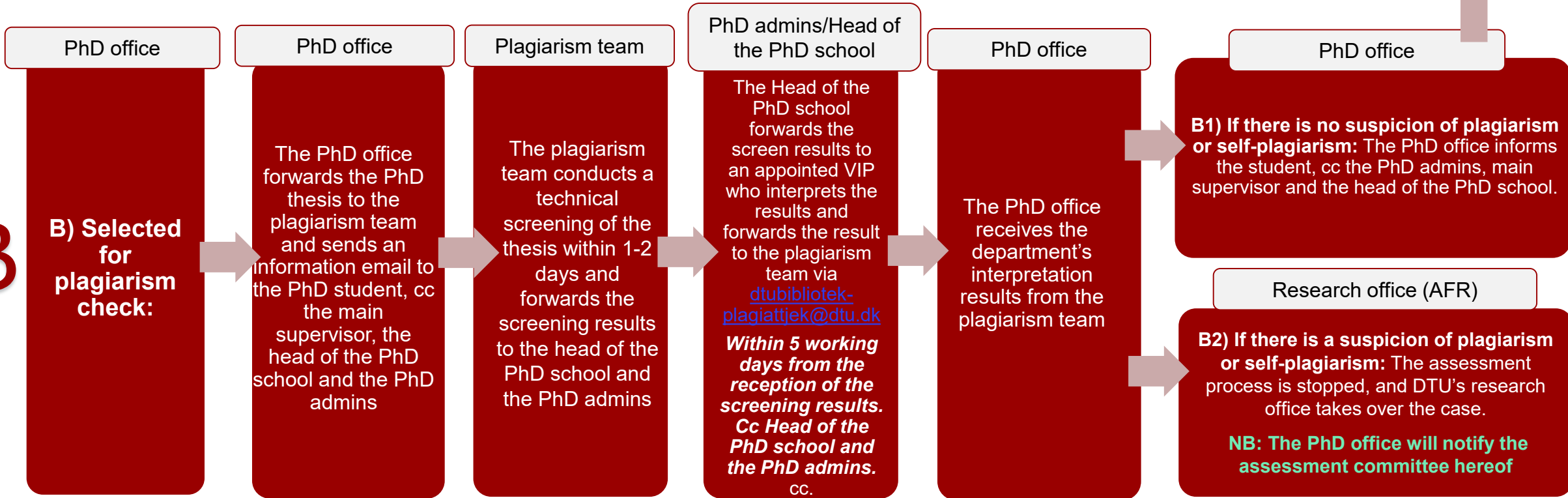


Workflow for plagiarism spot checks

A



B



Explanation: Plagiarism and self-plagiarism

Self plagiarism

Self-plagiarism is defined as questionable scientific practise and is handled by DTU

The PhD student and the main supervisor will be invited to a meeting by the head of the PhD school.

The evaluation process may be halted by the PhD office. The PhD office will inform the assessment committee.



Plagiarism

Plagiarism is defined as scientific misconduct and is handled by NVU

If there is a substantiated suspicion of plagiarism, the case is forwarded to the Danish Committee on Research Misconduct (NVU).

The evaluation process is stopped until a decision has been reached by the NVU. The PhD office informs the assessment committee hereof.

