

PhD School work flows

The overall processes in a PhD student's life at DTU

	Study						Assessment and Defense				Completion
Who can help?	Responsible	Process									
PhD school admins/ PhDigital	PhD student + supervisor	Study and project plan									
Supervisor	PhD Student	Dissimination/TA hours									
PhD school admins/ PhDigital	PhD Student	Half-year reports (Between 1 and 6)									
	Head of Section	1-year PhD interview									
Supervisor	PhD Student	External stay									
	PhD Student	Write thesis									
PhD school admins	PhD Student	Hand in thesis									
PhD school admins	Supervisor	Put together assessment committee									
PhD school admins	Supervisor	Supervisor's report									
PhD school admins	Assessment Committee	Preliminary assessment of thesis									
	PhD admins/supervisor	Defense									
PhD school admins	Chairperson of assessment committee	Final assessment									
	PhD Office 101	Diploma									

Formal regulation of the PhD study

According to Danish regulation the PhD study program corresponds to three years of full-time studies and includes:

- Completing an independent, scientific project
- A PhD study program (courses equivalent to 30 ECTS points)
- Teaching and dissemination of knowledge (840 TA-hours)
- External Research Stay

The PhD degree is awarded in recognition of the recipient having completed a PhD program as well as having defended a thesis in a satisfactory way.

- The PhD graduate has documented a capacity to carry out a scientific project involving independent application of the relevant scientific methodology, thereby displaying a research effort at a level corresponding to international standards of PhD degrees within the specific field.

Additional readings:

- DTU PhD guide: <https://www.dtu.dk/english/education/phd/rules/phdguide>
- Ministerial Order on the PhD Programme at the Universities and Certain Higher Artistic Educational Institutions (PhD Order) : engelsk-ph-d-bekendtgorelse.pdf :<http://www.dtu.dk/english/education/phd/rules/>
- Life Science PhD Committee: https://www.inside.dtu.dk/en/undervisning/administration/phd-uddannelse-administratorer/medlemmer_af_programudvalgene/life-science

Health Tech PhD School & Life Science PhD Committee

Health Tech PhD School

PhD studies at DTU are conducted at PhD schools. PhD students at Health Tech and Centre for Diagnostics belongs Health Tech PhD School.

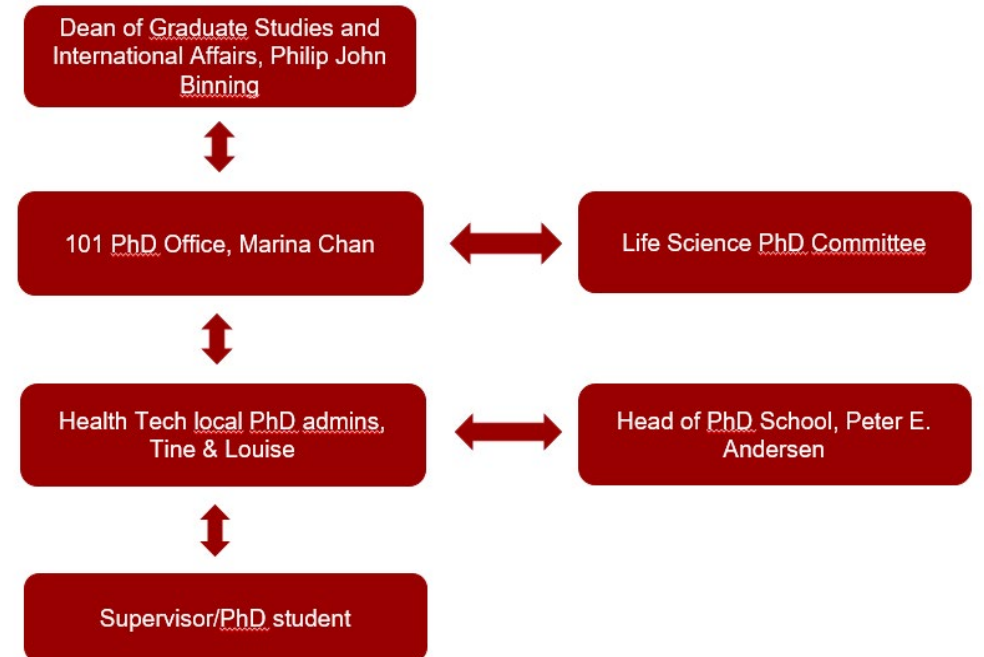
Health Tech PhD School is managed by 2 local PhD admins and the Head of Health Tech PhD school. <https://www.inside.dtu.dk/en/medarbejder/institutter/dtu-sundhedsteknologi/phd-administration>

Health Tech PhD School is included in Life Science PhD Committee, that meet once a month to discuss the approval of various cases in relation to the PhD School and the PhD students. https://www.inside.dtu.dk/Undervisning/Administration/Phd-uddannelse-administratorer/Medlemmer_af_programudvalgene/Life-Science

Who is who:

- Health Tech PhD admins: Tine Elkjær Jørgensen & Louise Søby Møller
- Head of Health Tech PhD School: Peter E. Andersen
- Central PhD Office contact (bldg. 101): Marina Chan
- Life Science PhD Committee chair person: Charlotte Scheutz
- Health Tech PhD School respresentants in Life Science PhD Committee; VIP: Andrew Urquhart (VIP, elected ever 3. year) + Nayere Taebina (PhD Student, elected yearly in November).
- Dean of Graduate Studies & International Affairs: Philip John Binning

Information flow



PhDigital

PhDigital is DTU's digital platform for PhD administration of PhD students.

How do I use PhDigital?

Students:

- PhD students can electronically fill in and submit their study and project plans as well as the half-year reports via PhDigital. All PhD students have their own personal PhDigital workspace with an overview of awaiting tasks and submitted/approved documents.
- As a new PhD student you will receive an email notification from PhDigital when your account has been activated and you can start using the system.
- The PhD student must be officially enrolled before they can access PhDigital

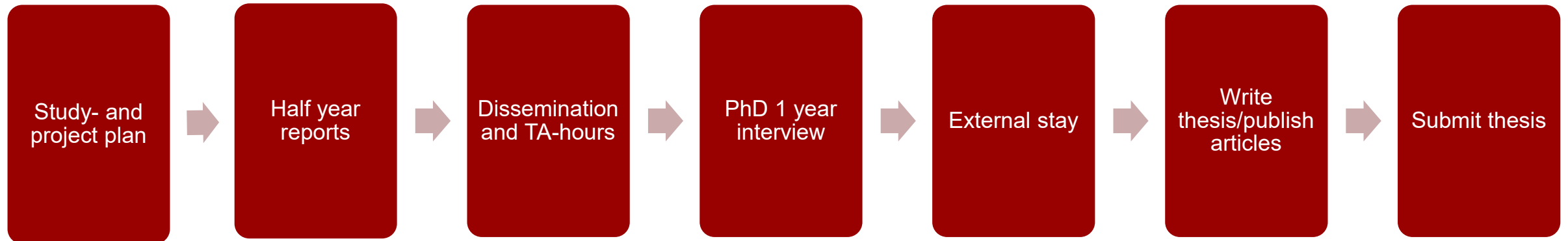
Supervisors:

- Main supervisors and Head of PhD School access PhDigital to get an overview of their awaiting task as well as a list of their PhD students. Submitted documents are reviewed, commented, approved or rejected via PhDigital.

Further reading and guidance:

- [Phdigital.dtu.dk](https://phdigital.dtu.dk)
- <https://phdigital.dtu.dk/Help/layouts/15/start.aspx#/SitePages/Home.aspx>.

Education and study flow



The study- and project plan

PhD student *and* supervisor is responsible

The study- and project plan is to be filled in by the *PhD student in collaboration with the supervisor*, and serves as a formal contract between DTU and the PhD student securing the student a sufficiently high quality of scientific work.

It is also the foundation on which the PhD assessment committee evaluates if the achieved results are in accordance with the planned course of study when submitting the final PhD thesis.

Must be submitted in PhDigital **no later than 2 months after the first day** of employment.

Special attention on ***external stay***:

- **Head of PhD Health Tech School/ and Life Science PhD committee will reject study plans that do not contain a plausible plan for an external stay.**

Special attention on and ***department work/dissemination/TA hours***:

- The study and project plan must specify which activities the student wish to have approved as department work and dissemination activities and **will be rejected by Health Tech Head of the PhD School if the dissemination requirements are not met.**
- If changes are made to the original study plan: submit an updated and revised study plan in PhDigital.

Further reading:

- Research stay abroad: https://www.inside.dtu.dk/en/undervisning/regler/phd-uddannelse-studerende/eksternt_ophold
- The project- and study plan: https://www.dtu.dk/english/education/phd/rules/phdguide/study_plan



Half year reports

The PhD student is responsible. The half year report confirms that progress matches the study- and project plan, and has to be approved by the supervisor and Head of PhD School.

If the scientific work deviates from the study plan: update the study plan (remember when the new study plan is evaluated it is not just the changes that are evaluated).

A “negative” half year report has two levels:

- ‘not fully satisfactory’ can/should be used to indicate deviations from plan, ex. new knowledge, broken equipment etc.; or
- ‘not satisfactory’ means that a three month recovery plan need to be proposed by the supervisor and approved by the student. If not adhered to by the student, his or her contract will be terminated.

Mandatory requirements of half-year reports

First half-year report is due 4,5 months from the start of the PhD employment. The subsequent half-year report are to be submitted after:

- 10,5 months
- 16,5 months
- 22,5 months
- 28,5 months
- 34,5 months

Note that the head of the PhD School will reject all half-year reports that do not meet the below enlisted requirements:

- 1st half year report must contain *Dissemination and TA hours*
- 2nd half-year report must clearly state the planning of external research
- 3rd half-year report: from the 3rd half year report onwards all half-year reports must include an accumulated list of publications (Health Tech requirement)
- 4th half-year report must contain clearly stated information on *completed stay, planned stay or a dispensation*. A dispensation may be granted in cases of personal or family related obstacles based on a recommendation from the main supervisor and the PhD student grants the dispensation.
- Additional reading: https://www.dtu.dk/english/education/phd/rules/phdguide/half_year_report.

External research stay

- PhD students are required to enter into active research environments outside DTU as part of the programme, either through stays at other research institutions or private research companies etc. - primarily foreign ones.
- This also applies to industrial PhD students and other students employed externally.
- DTU recommends that an external research stay lasts for 3-6 months.
- By visiting another research environment, the PhD student can expand his/her network, participate in PhD courses, author articles and/or carry out research and thereby collect additional contributions to the research project
- Exceptions: Marie Curie-students and joint/double degree students are *not* required to undertake an external stay.

Start early; planning a research stay abroad takes time and resources. Read more here:

https://www.inside.dtu.dk/en/undervisning/regler/phd-uddannelse-studerende/eksternt_ophold

Funding

- DTU Health Tech suggests that the PhD student to apply for travel grants. For upcoming and current grants see here: <https://www.inside.dtu.dk/Medarbejder/Forskning-innovation-og-raadgivning/Finansiering-fonde-og-legater/Muligheder-for-at-soege-hos-fonde-og-raad/Funding-categories-e-g-postdocs-infrastructure-travels-etc/Travel-and-research-stays-abroad>.

Dissemination and teaching assistant (TA-) hours (840)

Scientific Dissemination

- PhD students are required to complete 420 hours of scientific dissemination of *in relation to the PhD project*, eg. publication activities (writing conference and journal papers), conference presentations (talks and posters), and writing of thesis etc.

Applying for funding for participation in conferences

DTU Health Tech expects PhD students to cover their expenses during conferences through funding, see here:

<https://www.inside.dtu.dk/Medarbejder/Forskning-innovation-og-raadgivning/Finansiering-fonde-og-legater/Muligheder-for-at-soege-hos-fonde-og-raad/Funding-categories-e-g-postdocs-infrastructure-travels-etc/Conferences>.

Department work

- In addition to the scientific dissemination, PhD students are required to complete 420 hours of department work of *a various of academic tasks*, eg. Teaching and assistance (TA) in regular courses and lab activities, co-supervision of BSc students and co-supervision of MSc students, organization of work shops, PhD committee work or other academic tasks.

Exceptions

- Industrial PhDs are not not required to engage in department work, TA-hours or scientific dissemination, as they are not employed by DTU.
- Marie Curie PhDs are not not required to engage in department work, TA-hours or scientific dissemination due to grant agreement.

1-year PhD interview

- PhD interview after approximately one year is to be conducted by Head of Section. Is s/he not available, Head of Division will substitute.
- This is an non-academic conversation which focuses on the student's general well being at in the work environment and socially.

You need to contact the PhD admins when:

- Changes in the supervisor team*
- Transferring ETCS from external courses approved in the study- and project plan
- Applying for leave*
- Applying for extension due to illness*
- Applying for extensions*
 - It is possible to extend 6 month by PhD school/more than 6 months by Dean (has to be applied for before the final day of the current study plan). In general, DTU Health Tech does not grant extensions at large.

***Use DTU standard form:** https://www.inside.dtu.dk/Undervisning/Administration/Phd-uddannelse-administratorer?utm_source=Quick&utm_medium=link&utm_campaign=InQphdadm.

Submission of thesis and more

- **Submission of thesis** - PhD student is responsible: The thesis is to be submitted to the PhD admins on the end date of the study: 1 electronic version in a PDF file incl the check list filled in. Health Tech does not pay for hard copies of the thesis.
 - Please note, **when submitted, it is no longer possible to make corrections in your thesis.** However, should you have changes, you may submit a maximum of 2 pages describing these changes, no later than 14 days after your defence. The document is to be submitted to the PhD admins.
Additional reading: <https://www.dtu.dk/english/education/phd/rules/phdguide/thesis>.
 - **Supervisor report*** – supervisor is responsible: The PhD student can only submit the thesis when the supervisor report has been submitted; the supervisor report states that the course of the studies has been completed satisfactorily in regard to courses and dissemination and as explained in the approved study- and project plan. **Deadline is 1 month before the thesis submission date.**
Additional reading: https://www.dtu.dk/english/education/phd/rules/phdguide/supervisor_report/instruction_supervisor.
- **Proposal for the members of the assessment committee**, incl. CVs & publication lists* – supervisor is responsible. The PhD student can only submit the thesis when the assessment committee has been submitted:
 - The supervisor selects 1 internal member (not necessarily an expert in the field), and 2 external members (at least one international).
 - The members of the assessment committee must be professors, senior associate professors, associate professors, senior researchers or others with corresponding qualifications. Professor emeriti may not be members of the assessment committee. The members must not have conducted any dissemination work together or have had any recent relation with supervisor(s) (as e.g., a former PhD student who graduated within last 5 years). **Deadline is 1 month before the thesis submission date**
- **Joint co-author statements*** – PhD student is responsible, deadline is thesis submission date
- **Popular abstract*** – PhD Student is responsible, deadline is thesis submission date

*Access all DTU PhD standard forms here (scroll down the bar on the right side):

https://www.inside.dtu.dk/en/undervisning/administration/phd-uddannelse-administratorer?utm_source=Quick&utm_medium=link&utm_campaign=InQphdadm.

Process for handling you PhD thesis

Supervisor

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

the assessment committee via 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

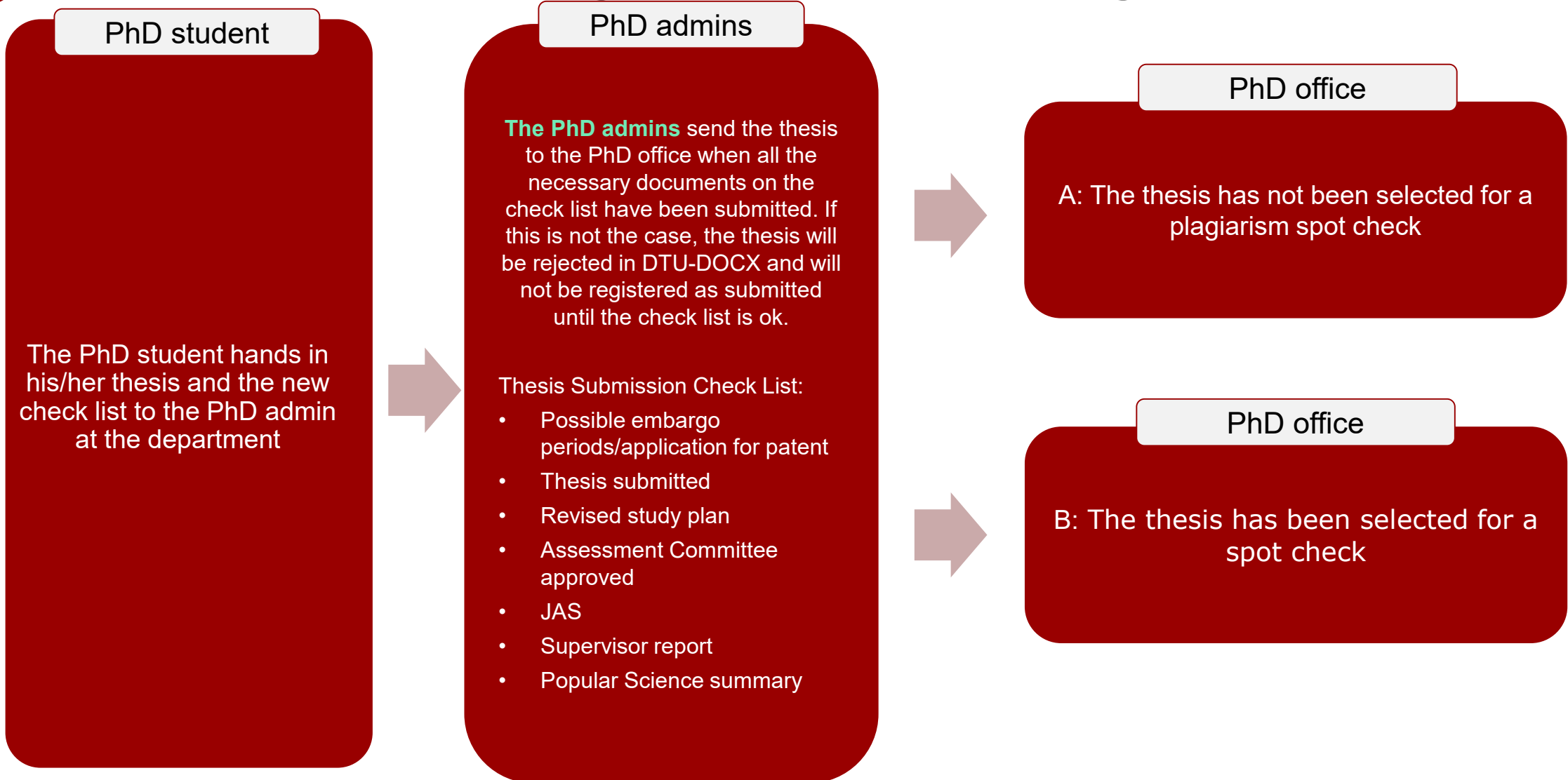


PhD office in 101

When the assessment committee has been approved:

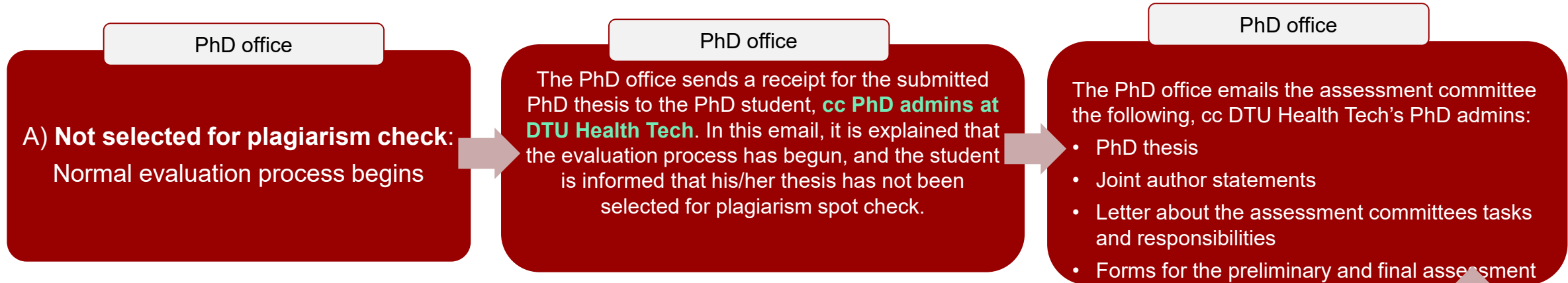
- 1) The PhD office sends an email and a letter to the PhD student concerning the approval of the assessment committee, cc the department's PhD admins.
- 2) The PhD office sends an email to the assesment committee containing information about the composition of the evaluation committee.

Process for handing in PhD thesis, Plagiarism spot checks

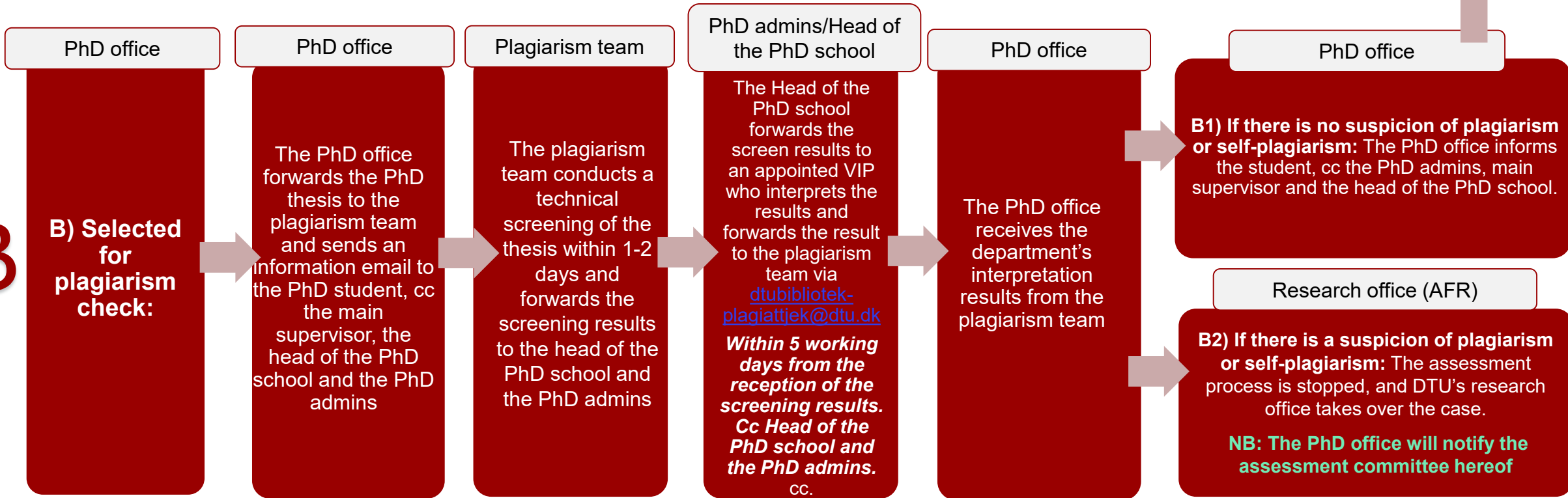


Workflow for plagiarism spot checks

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.



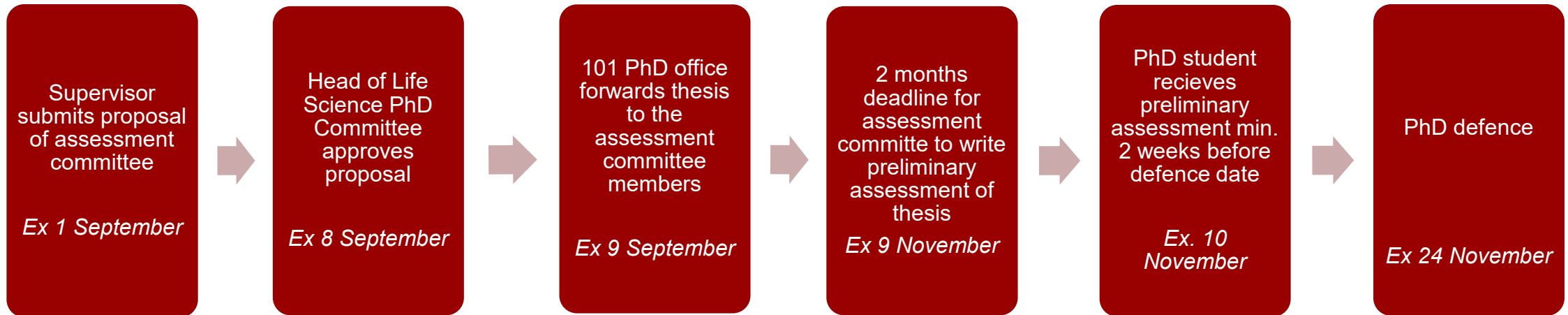
Plagiarism

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.

Assessment and defence



Planning of defence

- Setting a date for defence: must be held within 3 month of submission of thesis – supervisor is responsible
- Max. 3 hours: 45 min. oral presentation by the PhD student and exam up to 2 hours and 15 min. the student will respond to questions – supervisor is responsible to contact PhD admins who will fix a program and catering.
- Proposal of assessment committee must be submitted on thesis submission date – supervisor is responsible
- Chairperson at defence: professor/emeritus, associate professor level – supervisor is responsible

Preliminary assessment (before defence)

- The Head of Life Science PhD committee evaluates the proposed assessment committee members
- When approved, the PhD admins will forward the thesis + the joint author statements to the assessment committee – PhD admins are responsible.
- The assessment committee writes a preliminary assessment stating that the PhD thesis is suitable for defence (using the DTU form, forwarded by the PhD Office once the assessment committee is approved).
- Deadline is 2 weeks before the defence - chairperson of assessment committee is responsible

Final assessment (after defence)

- Assessment committee finish the final written assessment of PhD thesis and forward the final assessment to the PhD admins – chairperson of assessment committee is responsible

Economy and practical organization of defense

Economy of defense

- Expenses in connection with defense is payed by the PhD project economy.

Practical organization of defense PhD admins/supervisor:

- Censors book their own flights – supervisor is responsible
- Booking of the accommodation to censors – supervisor is responsible for informing the PhD admins with dates
- Booking of pre-committee room + catering – PhD admins are responsible
- Booking of auditorium - PhD admins are responsible
- Booking of reception + accommodation – PhD admins are responsible

Publications of thesis, confidentiality and copyrights

Publication of thesis in DTU ORBIT – PhD admins are responsible

- All PhD projects must be published in DTU Orbit

Confidentiality – student is responsible

- **If the thesis has content which must not be published**, the student is either obligated to
 - 1) send a separate PDF file containing the abstract and information about all publications (title/authors) which are part of the thesis; or
 - 2) send a separate PDF file containing a revised version of the thesis acceptable for publication.
- If the PhD thesis is published and contains unpublished manuscripts or unpublished data, it may jeopardise subsequent publication in a scientific journal. Most journals will only publish data/manuscripts which have not been made public. **So please inform the PhD admins if there is something confidential in the thesis.**

Copyright – student is responsible

- If articles in the thesis has already been published, you need to check the embargo period as you might need permission from the publisher to publish the articles in your thesis. If you have included already published articles in your thesis you should:
 - 1) Contact your publishers and ask them, if it is all right to publish the articles in connection with the thesis. If they say “yes” to the postprint version, you need to ask whether they can waive the 6 months' embargo that's usually on that version; or
 - 2) If they say “no” to the postprint version, you need to remove the articles from your thesis, and include a page with links to the articles already online.

Publications of thesis at the Danish Royal Library:

- PhD students are obliged to publish the thesis at the Danish Royal Library – student is responsible, be aware of the abovementioned problematics.

PhD Diploma

- It takes up to 3 months before the PhD graduate receives his/her diploma from the PhD Office.
- PhD's under the Industrial PhD programme must see to it that their diploma is uploaded to Innovation Fund Denmark through e-grant.

DTU

