**DOCUMENTATION FOR SUBMISSION OF A**

**PHD DISSERTATION  
WITHOUT PRIOR ENROLMENT AS A PHD STUDENT**

cf. the Ministerial PhD order section 15, article 2

Please contact Aarhus BSS Graduate School, [bphd@psys.au.dk](mailto:bphd@psys.au.dk), in case you wish to apply for submission of a PhD dissertation without prior

enrolment as a PhD student at Aarhus BSS Graduate School.

The below forms, in connection with an online application, forms the basis on which Aarhus BSS Graduate School evaluates if you fulfil the requirements of a PhD education as stated in the Ministerial PhD order section 7, article 2 and further outlined in Aarhus BSS Graduate Schools Rules and guidelines for the PhD degree programme, point 7 and 11.4,both of which you can find [here](https://bss.au.dk/en/research/phd/rules-and-regulations/), as well as information about fees.

If the Graduate School accepts your application please be aware of the following:

* Payment of fee within 14 days from acceptance of application is mandatory
* According to the ministerial PhD order the dissertation must contain an abstract in Danish as well as an English one
* According to Aarhus BSS rules and guidelines for the PhD degree programme section 11, article 1, part of the dissertation may be written in collaboration with others, e.g. supervisors, but must include entirely independent contributions of major scientific importance. If the dissertation contains co-authored papers or chapters, the dissertation must include co-authorship statements identifying the student’s share of the work. These must be included as the last pages of the dissertation and be indexed. A template is available [here](https://medarbejdere.au.dk/fileadmin/www.medarbejdere.au.dk/hovedomraader/Business_and_Social_Sciences/HR_paa_BS/PhD/Co-author_statement_BSS_ny.docx)

**The entire form must be filled out on a computer.**

**Fields marked with star \* are mandatory.**

**Sections marked (\*) must be completed if relevant.**

**The filled out form and all appendices must be combined into one (1) pdf file and uploaded in the field “project description” in the online application form. Finish this document before opening the application form.**

**Table 1: Basic information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name\* |  | Date of birth\* |  |
| PhD programme\*[[1]](#footnote-1) |  | E-mail address\* |  |
| Department(\*) |  | | |

Name the PhD programme from Aarhus BSS Graduate School you wish to be assessed in.

**Table 2: Information regarding the PhD dissertation**

|  |  |
| --- | --- |
| Title of dissertation\* |  |
| Previous  Assessment\*[[2]](#footnote-2) | Has the dissertation previously been submitted for assessment for an academic  degree?  Yes [ ] No [ ] |
| If yes above please elaborate |  |
| Short abstract |  |
| Signature\* | date signature |

2 If your dissertation previously has been assessed you must state this

**Table 3: Information regarding previous enrolment as a PhD student, if applicable (\*)**

|  |  |  |  |
| --- | --- | --- | --- |
| Enrolment start date |  | Enrolment end/ withdrawal date |  |
| Department |  | | |
| University |  | | |
| Country |  | | |
| Supervisor(s) | *Name, position, department, university, country* | | |
| Title of PhD  project |  | | |
| Reason for  withdrawal |  | | |
| If applicable, scholarship  provider |  | Period |  |

**OUTLINE OF QUALIFICATIONS**

A detailed outline must be prepared of obtained qualifications that can be compared with a completed PhD degree programme, as described in the Ministerial PhD order section 7, article 2 (see below) and further outlined in Aarhus BSS Graduate Schools Rules and guidelines for the PhD degree programme, section 7 and 11.4, see below.

***Section 7(2) of the Ministerial PhD Order:***

*Contents of the PhD programme etc.*

*(2) During the programme, the student is required to:*

*1) Carry out independent research work under supervision (the PhD project).*

*2) Complete PhD courses or similar study elements totalling approx. 30 ECTS points.*

*3) Participate in active research environments, including stays at other, mainly foreign, research institutions, private research enterprises etc.*

*4) Gain experience of teaching activities or other form of knowledge dissemination which is related to the student's PhD project.*

*5) Complete a PhD dissertation on the basis of the PhD project.*

*(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).*

***Section 11.4 of Aarhus BSS Graduate Schools Rules and guidelines for the PhD degree programme***

*In accordance with the PhD Order section 15(2), the graduate school may accept a PhD dissertation for assessment without prior enrolment if special circumstances apply. If so, the author must be found to have acquired qualifications comparable to those obtained during a PhD degree programme at the graduate school in an alternative way.*

**For all elements in the below form please state the number of the appendix or the page number that corresponds to the documentation.**

**Table 4: Outline of qualifications comparable to course work**

PhD courses or comparable elements must document how you have obtained **broad** knowledge of the research methods and theoretical foundation of the relevant research field.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of course or comparable element\* | Institution\* | Short description/learning objectives\* | Scope (ECTS/ amount of hours)\* | Appendix/  Page number\* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Add more rows if needed.

**Table 5: Outline of qualifications regarding teaching/supervision and other forms of knowledge dissemination**

Under “type”, please state if the element concerns teaching (including level, fx master level), conference talk, poster, seminar or what else describes it best.

|  |  |  |  |
| --- | --- | --- | --- |
| Title\* | Type\* | Institution/place\* | Appendix/  Page number\* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Add more rows if needed.

**Table 6: Outline of period(s) in other research environments, if applicable**

Under “type of institution/workplace”, please state if this is a research institution, educational environment or what else describes it best.

|  |  |  |
| --- | --- | --- |
| Institution/workplace\* | Type of institution/workplace | Appendix/  Page number\* |
|  |  |  |
|  |  |  |

Add more rows if needed.

**Table 6: Outline of other relevant documentation, if applicable**

Please describe why the document is relevant for the application

|  |  |  |
| --- | --- | --- |
| Title(\*) | Relevance(\*) | Appendix/  Page number(\*) |
|  |  |  |
|  |  |  |

Add more rows if needed.

|  |  |
| --- | --- |
| Signature | I hereby certify that the information given in tables 1-4 above and in the corresponding appendices is true, correct and complete to the best of my knowledge.  date signature |

**The dissertation is send to** [**bphd@psys.au.dk**](mailto:bphd@psys.au.dk) **after completion of the online application form. If your application is approved by the relevant field committee and the PhD School Head, followed by payment of fee, this is the version of the dissertation that will be send for assessment.**

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)