

Guidelines for electronic application for Submission of a PhD dissertation without prior enrolment as a PhD student

Cf. clause 15, section 2 in the Ministerial Order on the PhD Programme at the Universities (Ministerial PhD order) of 27.08.2013.

Process:

- Contact Aarhus BSS Graduate School, 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. You will receive the direct link for the application form from the Graduate School.
- Fill out the “[documentation for submission of a PhD dissertation without prior enrolment](#)” before opening the application form.
- Fill out the application form and press send.
- Submit your dissertation to the Graduate School by email to this address: bphd@psys.au.dk.
- The Graduate School will process your application and you will receive a receipt for the application and the dissertation.
 - The application and dissertation will undergo a preliminary general assessment by the relevant field committee at the Graduate School, in order to determine whether the applicant is found to have obtained academic qualifications corresponding to those achieved from completing a PhD degree programme at the Graduate School and if the dissertation can be assessed at the Graduate School.
- You will receive an email with the decision.

Hints:

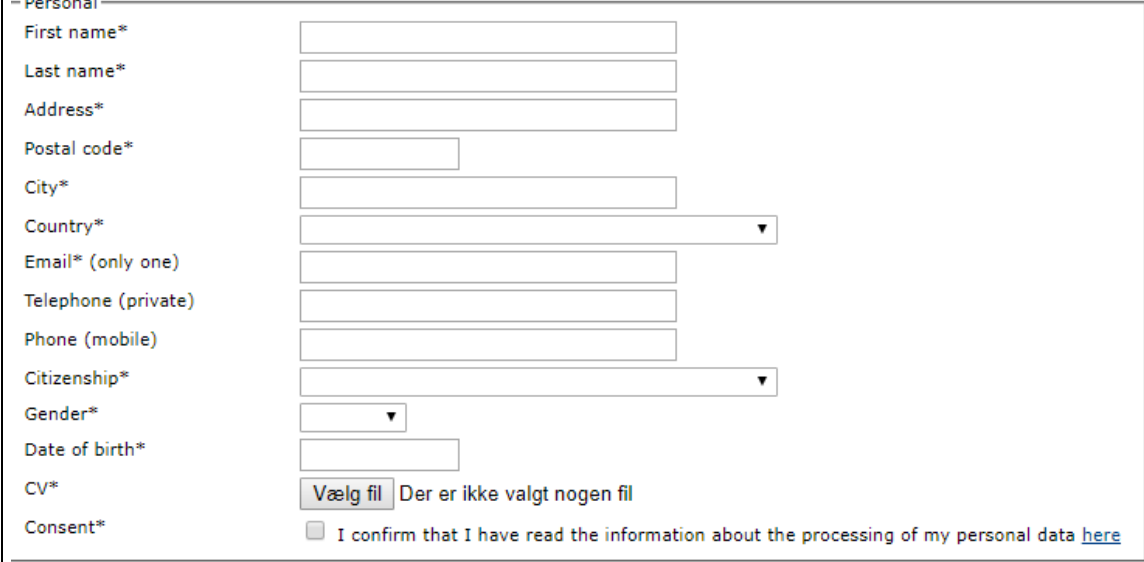
- We recommend that you **print out this guideline** and place it in front of you when completing your application.
- Make sure that all your **appendices are ready and saved as PDF format** before you start filling out the application form. The application form cannot be saved and will timeout if left for longer periods of time.

Note:

- The application form below is the general application form for applications for the Graduate School concerning enrolment/employment as PhD students. However, as the application form delivers all relevant information to the Graduate School for processing an application cf. clause 15,2 in the Ministerial PhD order, it has been decided to use the application form for this purpose as well.
- The fields marked with a **star * are mandatory** and you cannot send your application if they are blank. The fields marked with (*) are only mandatory if you start filling out the first field in the section.
- Appendices must be uploaded in **PDF format (max 20 Mb)**. Do not lock the PDF files.
- Appendices must be uploaded under the **correct category**. Assemble the documents and upload them as **one PDF file** if necessary.
- The application form **cannot be saved**.

Rules for submission of a dissertation without enrolment on a PhD programme

See clause 15, 2 in the [Ministerial PhD order](#), and clause 11,4 in [Rules and guidelines for the PhD degree programme for Aarhus BSS Graduate School](#).

Screenshots from the application facility	Guidelines on how to fill out the application
<p>Application Form (Ad hoc) Please be aware, there can be some difficulties filling in the Application Form on a tablet or smartphone. To make sure you don't experience any difficulties please use a computer.</p> 	<p>Guidelines on how to fill out the application</p> <p>Personal Please fill out the form with your personal information.</p> <p><i><u>Be sure to check that both your email and postal address are correct, as all future communication regarding your application will be sent to these addresses.</u></i></p> <p>CV Curriculum Vitae incl. previous employment and a summary of academic publications, if any.</p> <ul style="list-style-type: none"> • <i><u>Academic publications:</u></i> Author(s), title, place/type of publication (incl. year), number of pages, link to web. • <i><u>You may only attach a summary of academic production. If you attach an academic production it will be deleted from the application.</u></i> <p>Consent Needs to be filled out. Read more about how we process your personal data here</p>

Academic background	
Name of Education*	<input type="text"/>
Institution*	<input type="text"/>
Country*	<input type="text" value="▼"/>
Level*	<input type="text" value="▼"/> ¹
Status*	<input type="text" value="▼"/>
Date of completion*	<input type="text"/>
Grade point average*	<input type="text"/> ²
Diploma and transcripts of records*	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil ³
Additional information	<input type="text"/>
If previous PhD enrolment: enter institution and country	<input type="text"/>

Academic background

Name of Education
Write the name of your education (for example *Master in Marketing*).

Institution
Write the English name of the university.

Level
*1: Please choose the educational level on which your PhD admission will be based on.

Status
Please choose [Awarded](#)

Date of completion
The date when you obtained your degree.

Grade point average
*2: Please write: not relevant

Diploma and transcripts of records
*3: Please upload one compiled file containing both your BSc and MSc diplomas and transcript of records for both degrees. You cannot upload 2 documents in the same field.

Additional information

- Please note information regarding previous enrolment as a PhD student, if applicable. Details must be provided in table 3 in the “documentation for submission of a PhD dissertation without prior enrolment” form.

<p>Admission</p> <p>Starting date* <input type="text"/></p> <p>Credit transfer on top of admission level(months)* <input type="text" value="0"/> ⁴</p> <p>- reason for transfer <input type="text"/></p> <p>If industrial PhD: enter company <input type="text"/></p>	<p>Admission</p> <p>Starting date Please enter todays date.</p> <p>Credit transfer on top of admission level (Months) Not relevant</p> <p>If industrial PhD (enter company) Not relevant</p>
<p>Indicate possible financial support, if any</p> <p>Sources and amounts <input type="text"/> ⁵</p>	<p>Financing</p> <p>*5: Please write information concerning financial support for the fee of DKK 50.000.</p> <p>If possible, upload proof of support, e.g. from a grant donator under "Other information to be considered"</p>
<p>Study</p> <p>Project title* <input type="text"/></p> <p>Project description* <input type="text" value="Vælg fil Der er ikke valgt nogen fil"/> ⁶</p> <p>Suggested main supervisor - name (AU employee) <input type="text"/> ⁷</p> <p>Suggested co-supervisor - name <input type="text"/></p> <p>- position(*) <input type="text"/></p> <p>- institution(*) <input type="text"/></p> <p>- email(*) <input type="text"/></p>	<p>Study</p> <p>Project title Please enter the title of your PhD dissertation.</p> <p>Project description Please upload the "documentation for submission of a PhD dissertation without prior enrolment" form in 1 (one) combined file with all appendices.</p> <p>Suggested main supervisor Not relevant.</p> <p>Suggested co-supervisor Not relevant.</p>

<p>Referees</p> <p>1. name <input type="text"/> <small>g</small></p> <p>- position(*) <input type="text"/></p> <p>- institution(*) <input type="text"/></p> <p>- email(*) <input type="text"/></p> <p>- recommendation <input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil</p> <p>2. name <input type="text"/></p> <p>- position(*) <input type="text"/></p> <p>- institution(*) <input type="text"/></p> <p>- email(*) <input type="text"/></p> <p>- recommendation <input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil</p> <p>3. name <input type="text"/></p> <p>- position(*) <input type="text"/></p> <p>- institution(*) <input type="text"/></p> <p>- email(*) <input type="text"/></p> <p>- recommendation <input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil</p>	<p><u>Referees</u></p> <p>Not relevant.</p>
<p>Application material (pdf only, max 20 MB, no zip)</p> <p>Motivation* <input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil <small>9</small></p> <p>Other information to consider <input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil <small>10</small></p>	<p><u>Application material (pdf only, max 20 MB, no zip)</u></p> <p>Motivation Please upload a document describing your motivation for choosing Aarhus BSS Graduate School.</p> <p>Other information to consider If you upload more than one document here please combine to 1 (one) pdf file.</p>
<p>How did you find out about this call?</p> <p>Source* <input type="text"/></p> <p><input type="button" value="Send"/></p>	<p><u>How did you find out about this call?</u></p> <p>Choose "other".</p>

Send

Send

Check your application and the appendices before you press 'Send'. You can see a list of the appendices below.

Once you have pressed 'send' you cannot edit your application.

You will immediately get a text on the screen that your application has been sent. The receipt by email may take a few hours. If you do not receive a receipt on your screen please contact bphd@psys.au.dk.

Appendices

- CV
- Diploma and transcripts of records
 - Bachelor's and Master's degree diploma and records of transcript
- Additional information
 - Submission of PhD dissertation without prior enrolment
- Project description ("documentation for submission of a PhD dissertation without prior enrolment")
- Motivation
- Other information to consider (if relevant)