



**Regulations for the PhD programme
Faculty of Law
University of Copenhagen**

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Pursuant to the Danish University Act no. 261 of 18 March 2015, section 16(b)(2)(4), the PhD Committee shall propose internal regulations for the PhD School, including for PhD supervision, to the Head of the PhD School who is responsible for planning the PhD School's programme.

According to sections 7 and 25 of Ministerial Order no. 1039 of 27 August 2013 on the PhD Programme at the Universities (PhD Order), the PhD programme must be set up in accordance with such internal rules as are laid down by the university.

The present Regulations for the PhD Programme at the Faculty of Law, University of Copenhagen (Regulations), have been prepared and issued pursuant to and in accordance with these rules.

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1. Purpose of the PhD programme and organisation of the PhD School

1.1. Purpose

The PhD programme at the Faculty of Law (Faculty) shall train PhD students to independently undertake research, professional development and teaching related assignments in the field of law associated with academic positions and positions within the private and public sectors, for which comprehensive knowledge of independent in-depth academic skills are required.

As part of the PhD programme, PhD students shall familiarise themselves with the research questions within the given field of law, research methods, theories and historical developments in their specific field of law. The PhD programme shall emphasise depth and breadth of research, as well as provide an international perspective within the field of study and encourage a multidisciplinary, and if possible, an interdisciplinary approach.

The PhD programme shall enable PhD students to independently and critically apply research methods and to create new knowledge within the chosen field of research. The PhD students shall conduct independent research and produce an academic thesis of a high international standard, within a well-defined legal area.

As part of the PhD programme, the PhD students shall participate in other legal research environments within the national and primarily, international research community and if possible, collaborate with research environments in the private and public sectors.

1.2. Organisation of the PhD School

1.2.1. Dean

The Dean of the Faculty of Law shall appoint the Head of PhD School and can, if necessary, remove that person from the position. The Head of PhD School shall be appointed for a period of five years.

The Dean shall appoint a PhD Committee. The Dean shall, upon the recommendation of the PhD Committee, appoint the chair and deputy chair of the committee. Under special circumstances, the Dean can dissolve the PhD Committee.

The Dean shall make the decision in relation to awarding PhD scholarships for the three-year PhD programme.

The Dean shall, in collaboration with the Head of PhD School, initiate regular international evaluations of the PhD programme. Furthermore, the Dean shall follow-up on the regular

assessments that have been carried out by the PhD Committee on the request of the Head of the PhD School.

1.2.2. Head of PhD School

The Head of PhD School shall be a recognised researcher and have experience with and insight into PhD education. The Head of PhD School is responsible for the planning, development and quality assurance of the PhD programme, as well as the evaluation of the PhD programme in cooperation with the PhD Committee.

On the basis of recommendations made by the PhD Committee, the Head of PhD School shall issue regulations for the PhD programme at the Faculty as well as other rules and guidelines for the PhD School. The Head of PhD School shall appoint PhD supervisors in accordance with section 3 below, and approve enrolment of PhD students on the basis of recommendations made by the academic staff representatives on the PhD Committee.

1.2.3. PhD Committee

The PhD Committee shall be appointed by the Dean and shall consist of three elected academic staff representatives and three elected PhD student representatives.

The PhD Committee shall be responsible for:

- Recommending to the Dean an individual from among the academic staff representatives on the PhD Committee for the position of the chair of the PhD Committee, and an individual from among the PhD student representatives on the PhD Committee for the position of deputy chair of the PhD Committee;
- Recommending to the Dean the composition of PhD assessment committees;
- Approving PhD courses;
- Preparing draft regulations for the PhD programme and draft internal regulations for the PhD School, including for PhD supervision, for the Head of the PhD School;
- Giving its opinion to the Head of the PhD School on the assessment of the PhD programme and PhD supervision;
- Approving applications for credit transfers and exemptions;
- Giving its opinion, within its mandate, on any case of significance to the PhD programme and PhD supervision, when requested by the Dean or any person authorised by the Dean;
- Preparing for the Head of the PhD School recommendations for enrolment of PhD applicants (academic staff representatives only).

1.2.4. Academic Council

Pursuant to section 21 of the PhD Order, the Academic Council shall decide on the award of PhD degrees in accordance with section 6.5 below.

2. Admission requirements for and enrolment in the PhD School

2.1. Qualifying educational background

To be considered for enrolment in the PhD programme at the Faculty of Law, the applicant must, at the time of enrolment, have completed an academically relevant (five-year) master's programme or be able to document corresponding qualifications (e.g. through the completion of a similar study programme in another country that is equivalent to 300 ECTS credits).

It is possible to apply for enrolment before the applicant has completed a master's degree. However, enrolment is then conditional upon the master's degree having been successfully completed by the time of enrolment.

In accordance with section 5(2) of the PhD Order, it is possible for candidates who have completed a three year bachelor's programme to apply for the integrated master's and PhD Programme (3+5 Programme). Applicants may submit their application before they have earned a bachelor's degree. However, the enrolment is conditional upon this requirement being met prior to the commencement of their studies (i.e. at the time of enrolment in the 3+5 Programme). Applicants must have obtained the bachelor's degree within the last 12 months preceding their application for the 3+5 Programme.

Applicants who have already completed a master's degree are not eligible for enrolment in the 3+5 Programme.

2.2. Application requirements

The applicant must use the Faculty of Law's compulsory online application system when submitting their application. The online application system can be accessed through the PhD School's webpage. All PhD applicants must enclose the following documentation with the application:

- Documentation regarding the qualifying course of study in the form of copies of diplomas and grade transcripts for completed bachelor's and master's degrees (amounting to 300 ECTS credits) or other similar qualifying course of study. Foreign diplomas and grade transcripts must be accompanied by an official explanation of the grading scale used. Foreign diplomas that are not in Norwegian, Swedish or English, must be accompanied by a translation into Danish or English as well as a translation of the official explanation of the grading scale used. All copies of diplomas must be certified as being true copies of the original, by the issuing educational institution (i.e. on every copy it must be stated with the name of the person who is authorising the document, the person's address, and the date that the copy is identical to the original). The Faculty of Law must, where relevant, obtain a statement from the Danish Agency for International Education if the qualifying course of study is from a foreign institution (www.en.ui.dk). Applicants who apply for the 3+5 Programme must submit official copies of their bachelor's degrees and transcripts or other documentation regarding the course of study undertaken that corresponds to 180 ECTS points.
- A research project proposal including an explanation of the topic, research question, the choice of theory, research methods and literature.
- A timetable demonstrating that it is realistic to complete the PhD project within a period of three years (for PhD students wishing to follow the 3+5 Programme, it is necessary to submit a timetable in which they outline that it is realistic to complete the master's degree in two years in addition to completing the PhD project in five years).
- A CV that lists, among other things, any publications and research work.

All documents must be written in or translated into Danish, Norwegian, Swedish or English.

2.3. Enrolment and financing

It is a prerequisite for enrolment as a PhD student at the PhD School of the Faculty of Law that the PhD studies are financed by either:

- A three-year PhD scholarship from the Faculty of Law;
- A scholarship for the 3+5 Programme which is divided into two parts. The first part of the programme being financed by study grants (*SU stipendium*) for up to three years (master studies) and the remainder of the programme being financed by a regular PhD salary (PhD studies). Upon successful completion of the master's studies, PhD students proceed to the PhD stage of the integrated programme. Foreign students enrolled in the Programme have identical financial conditions to Danish students. The tuition fee and monthly study grants are financed by state scholarships (*statsstipendier*) and/or external funding.
- Other external financing of the PhD studies, such as funding from a research council or fund;
- An agreement between a private or public-sector employer and the Faculty of Law on full or partial co-financing of the PhD studies;
- Co-financing from the Innovation Fund for Industrial PhD studies;
- Enrolment as a self-financed student, where the PhD student pays the full tuition fee;
- Enrolment as a self-financed student with tuition waiver.

2.4. Assessment of the application for enrolment

2.4.1. Procedures

When the applications have been received and registered, the Head of PhD School shall appoint one or more academic assessment committees comprising of at least two members each. The members of the assessment committee must at least be at the associate professor level. If a committee has only two members and the committee cannot reach an agreement on an assessment, the Head of PhD School will appoint a third member to join the committee in the assessment of that or other applications where agreement cannot be reached. A decision will then be made by majority rule.

On the basis of the academic assessment, the academic staff representatives on the PhD Committee recommend to the Head of the PhD School whether the applicants are considered as being qualified for enrolment in the PhD programme.

The academic assessment will be sent to the applicant who is entitled to return comments on assessment during a period of one week. Following that the Dean and the Head of PhD School will decide who will be invited to an interview.

The Dean and the Head of PhD school shall preliminary discuss enrolment and awarding of PhD scholarships before any formal decisions on enrolment and awarding of scholarships are made. The same decision-making process equally applies to the 3+5 Programme.

The Head of PhD School shall then decide which applicants are to be enrolled in the PhD School.

Applicants who are not offered enrolment and/or a scholarship shall be sent a letter of rejection stating the reasons for such decision.

2.4.2. Assessment criteria

During the assessment of PhD applications for enrolment in the PhD School, particular consideration shall be given to:

- The qualifications of the applicant: In general, the applicant must hold a master's degree – normally a Master of Laws – or have an educational background corresponding to a Danish master's degree. In the assessment of these qualifications, particular attention should be given to the relevant grade point average and the applicant's independent written work. The applicant must be fluent in Danish, Swedish, Norwegian or English. Applicants who apply for the 3+5 Programme, in addition to any other relevant qualifications, shall be assessed on the basis of educational qualifications that they obtained during their bachelor studies.
- Quality of the research project: This includes the general research-related interests and potential contribution of the project, as well as the applicant's planned treatment of the topic (i.e. research methods, choice of material and timetable). The research project proposal submitted by applicants for the 3+5 Programme will be assessed in light of academic qualifications obtained by applicants during their bachelor studies.
- The supervision competence and supervision capacity of the Faculty of Law. Enrolment is conditional on a professor or associate professor at the Faculty of Law being able, alone or jointly with others, to act as the supervisor, and the Faculty being able to offer courses of sufficient relevance to the topic of the project.

The committee's assessment can, in cases where an applicant has not yet obtained a master's degree, be contingent on the applicant receiving a grade of 10 or above (according to the new Danish grading scale) for his/her master thesis. PhD students enrolled in the 3+5 Programme must obtain a minimum grade of 10 for their master thesis at the end of the master's stage of the PhD programme and demonstrate their adherence to the PhD plan before they are entitled to proceed to the remaining PhD stage of the programme. If a PhD student enrolled in the programme fails to comply with the PhD plan, this may lead to the termination of PhD studies in accordance with section 4.3.3 below.

Further, the assessment can be contingent on the applicant obtaining a master's degree prior to enrolment in the PhD School. With respect to the 3+5 Programme, the assessment is contingent upon the applicant obtaining a bachelor's degree prior to enrolment.

2.4.3. Application for credit transfer

When applying for enrolment, it is possible to apply for approval of well-documented, previously acquired competencies (credit transfer) to be considered as forming a part of the applicant's research training. It is possible to transfer credits corresponding to a maximum period of two years.

The application for credit transfer must be approved by the Faculty of Law's PhD Committee. Upon the approval of transferred credits, the study period shall be reduced correspondingly.

2.5. Assessment of applications for PhD Scholarships

2.5.1. Procedure

Available scholarships are usually announced together with the Faculty of Law's call for applications for enrolment as a PhD student at the PhD School. The same application form is used for applying for enrolment in the PhD programme and for applying for scholarships.

Based on the recommendation of the academic staff representatives on the PhD Committee in accordance with 2.4.1. above, the Dean shall decide who, from among the qualified applicants, will receive a scholarship. The Dean and the Head of the PhD School shall preliminary discuss enrolment and awarding of scholarships before any formal decisions on enrolment and the awarding of scholarships are made.

2.5.2. Assessment criteria

Scholarships shall be awarded on the basis of a specific assessment.

2.6. External financing

A PhD student can be enrolled on the basis of full or partial external funding for PhD studies. The Faculty of Law stipulates that enrolment takes place according to the normal procedure as described in section 2.4 above. If an applicant has secured external funding, an individual agreement is made that outlines payment of expenses in connection with the PhD programme, including any salary payments made to the PhD student, as well as costs associated with PhD courses and research stays abroad etc.

Co-financing agreements with the Faculty require a special agreement between the Faculty of Law, the co-financing party and the PhD student.

2.7. Enrolment as a self-financed student

Applicants wishing to complete the PhD programme without financial assistance from the Faculty of Law may apply for enrolment as a self-financed student. In such cases, enrolment is based on the standard assessment of the applicant as described above in section 2.4. It is also a requirement that the PhD programme can be completed within the given timeframe. Unless the Faculty of Law grants a tuition fee waiver, enrolment as a self-financed student entails the payment of full tuition fees.

2.8. Enrolment as a part-time student

The PhD programme is structured as a three-year full-time study programme. Upon the submission of a well-reasoned request, the PhD programme can, in special cases be completed as a part-time programme. The Dean shall make the decision in such matters on the basis of an opinion from the Head of the PhD School regarding the submitted request for part-time enrolment.

Part-time enrolment is possible if the request is supported by relevant – primarily professional – reasons. The Faculty of Law does not allow enrolment if the number of working hours at the Faculty represents less than half of a full-time position.

The request outlining the reasons for enrolment as a part-time student must be submitted along with the application for enrolment.

After enrolment, any request for the change in the enrolment status to enrolment as a part-time student must be submitted to the Dean and accompanied by the supervisor's statement.

Part-time enrolment usually involves working two thirds of one's working hours at the Faculty and one third of one's working hours for another employer.

Upon enrolment on the basis of a fully or partially externally financed PhD programme, the terms for part-time enrolment shall be stipulated in the agreement between the Faculty of Law, the external partner and the PhD student.

All requirements regarding the PhD programme stated in the PhD Order and the present Regulations must be met in connection with part-time studies. However, certain modifications may be agreed upon, e.g. regarding the teaching requirement, work obligations at the Faculty of Law and stay at another research institution.

3. Role and responsibilities of the supervisor

3.1. Appointment of a supervisor

The Head of PhD School shall appoint a principal supervisor from among the Faculty of Law's professors and associate professors who is responsible for the PhD student's overall PhD studies. With respect to PhD students enrolled in the 3+5 Programme, an academic supervisor should also monitor the student's performance during the master's programme. The principal supervisor must be a recognised researcher within the relevant field of study.

The Head of PhD School may also appoint one or more additional co-supervisors with qualifications within the relevant field of study. The co-supervisor may be external, and may include assistant professors.

3.2. Content and method of the supervision

PhD studies take place under supervision. The PhD student has the right to be supervised as well as is entitled to receive supervision.

The scope of the supervision shall be agreed upon in the PhD plan in accordance with section 4.2 below, and the supervision covers both methodological and structural issues as well as content-related issues. The supervision entails regular meetings as well as the review of written papers and drafts.

The meetings should take place regularly and at least once a month.

While reviewing and commenting on drafts will generally be relevant in the final stage of PhD studies, the PhD student can already benefit from comments on his/her written drafts early in process of thesis writing. The principal supervisor must be available to a PhD student throughout the period of PhD studies.

In connection with the preparation and discussion of regular PhD progress reports, the principal supervisor and the PhD student shall agree on the scope and content of the supervision in the coming period. An outline of the supervision arrangement must be included in the report.

The principal supervisor shall be responsible for planning of PhD studies in a way that ensures that the PhD student has time to complete the programme and carry out a research project pursuant to section 7(2) of the PhD Order. The principal supervisor shall be responsible for advising the PhD student on how to incorporate their teaching obligations into the PhD plan. The principal supervisor must ensure that the PhD student acquires teaching experience.

The supervisor is obliged to follow up on the PhD plan and if necessary, has to take the initiative to make necessary adjustments to it. With respect to a PhD student enrolled in the 3+5 Programme, the supervisor should monitor whether he/she successfully completes the master's programme and obtains sufficiently high grades. Furthermore, the principal supervisor and the PhD student should consider whether a co-supervisor should be appointed, and if necessary, this matter shall be discussed with the Head of PhD School.

As part of the supervision process, the PhD student should be introduced to the relevant institutions and professionals in Denmark and abroad that it would be relevant for the PhD student to be in contact with. The principal supervisor should make an effort in establishing contact with international research institutions that the PhD student may be interested in being affiliated with during a research period abroad. Furthermore, the supervisor should bring to the PhD student's attention any courses, conferences etc. that may be relevant for the student to participate.

The principal supervisor and the PhD student must jointly organise an evaluation seminar in accordance with section 4.5.4 below.

3.3. Changing supervisors

The Head of the PhD School may appoint a new principal supervisor and/or co-supervisor. This usually requires an official request from both the PhD student and the principal supervisor.

The PhD student or the supervisor may also independently request a change of a supervisor. In such cases, the request shall be submitted to the other party for comments, allowing one week for a reply. Following this, the Head of PhD School will make a final decision on whether or not the PhD student shall be assigned a new supervisor.

4. Contents and completion of the PhD programme

The PhD programme shall comprise the following elements in accordance with section 7(2) of the PhD Order:

- Completion of an independent research project under supervision (PhD project);
- Completion of PhD courses totalling approx. 30 ECTS credits in accordance with section 4.5 below;
- Participation in other active research environments, including stays at other, mainly foreign, research institutions in accordance with section 4.6 below;
- Gaining experience with teaching or other forms of knowledge dissemination, related, as far as it is possible, to the student's PhD project in accordance with section 4.7 below. PhD students enrolled in the 3+5 Programme shall only undertake teaching obligations after they have successfully completed the master's stage of the programme;
- Completion of a PhD thesis on the basis of the PhD project;
- Successful completion of the master's study programme and the award of a grade of 10 or above for the master thesis (only for PhD students enrolled in the 3+5 Programme).

4.1. Introduction to the PhD programme

Once a year, the PhD School shall hold an introductory meeting to inform PhD prospective applicants about the PhD programme and the conditions of enrolment at the Faculty of Law. The PhD School shall also ensure that new PhD students receive an invitation to a one-day

induction course. Furthermore, the Head of the PhD School shall offer all new PhD students an introductory meeting.

The Head of the PhD School appoints a mentor to a new PhD student from among the other PhD students who are already enrolled. The mentors are responsible for introducing the new PhD students to the other PhD students and assisting them to get acquainted with the Faculty.

4.2. The PhD plan

As soon as possible after the commencement of the PhD programme, a research and study plan (PhD plan) shall be agreed upon for the individual PhD student in accordance with section 9 of the PhD Order.

The PhD plan must contain, as a minimum, the following:

- A schedule distributed by semester;
- An agreement on the type of supervision, including mutual expectations, its scope and frequency;
- A work plan for the PhD project, including how work on the individual aspects of the project is expected to progress;
- Plan for participation in PhD courses, the presentation of the project at the PhD roundtable (see section 4.4.3 below) and the date of the evaluation seminar (see section 4.4.4 below);
- A plan for stay at other research institutions and/or companies;
- A plan for teaching activities and other types of knowledge dissemination (see section 4.6 below);
- An agreement on patent rights and other intellectual property rights if the PhD programme is being carried out in collaboration with one or more parties;
- A financing plan if the PhD programme is not financed by a scholarship;
- A plan for the master's study programme (only for PhD students enrolled in the 3+5 Programme).

The supervisor must take active part in the preparation of the PhD plan, including commenting on its content. The supervisor is also responsible for following up on the PhD plan, and should actively rely upon the PhD plan during the supervision process. Both the PhD student and the principal supervisor must sign the PhD plan.

The PhD plan must be approved by the Head of PhD School no later than three months since the commencement of the PhD programme in accordance with section 9(1) of the PhD Order.

The principal supervisor is responsible for ensuring that the PhD plan is updated regularly, as a minimum, in connection with each regular evaluation of the progress of PhD studies.

4.3. Evaluation of the progress of the PhD student's studies

According to section 10 of the PhD Order, evaluations must be carried out regularly to determine whether the PhD student is following the PhD plan.

4.3.1. Progress Reports

For the purposes of this assessment, students prepare a report (progress report), to be discussed at a meeting with the principal supervisor. The main supervisor is responsible for ensuring that an assessment of the PhD student's progress in the PhD programme takes place. The report evaluates the student's progress on the PhD thesis, and fulfilment of other educational elements of the PhD Programme, including attendance of PhD courses, fulfilment of teaching and other work obligations, research stay at other research institutions, etc. PhD students enrolled in the 3+5 Programme are also obliged to report on the progress of their master studies in the progress reports.

The assessment should take full account of documented illness, maternity leave, and other approved leave of absence.

The progress report must be signed by the PhD student confirming the satisfactory progress of studies in accordance with the student's PhD plan. If PhD studies are not progressing satisfactorily, the PhD student must contact the Head of PhD School immediately.

The principal supervisor must state in the status report if he/she:

- can confirm with his/her signature that the PhD studies are progressing satisfactorily; or
- is not able to approve the progress report. If this is the case, the principal supervisor must attach a written reasoned statement.

If the progress report cannot be approved by the supervisor, he/she must immediately contact the Head of PhD School.

The signed progress reports must be handed in to the PhD Administration three times during the PhD studies in accordance with the schedule for each individual PhD student. Should a supervisor fail to submit the report in due time, he/she will receive a notification from the Head of PhD School and be given one extra week to submit the report. If he/she does not comply with the extended deadline, the Head of PhD School issues the second notification to submit the report which shall be delivered within 3 days. In the case of non-compliance with the extended deadline, the Head of PhD School requests an explanation from the supervisor and the PhD student. On the basis of the submitted explanation from both parties, the Head of the PhD School determines whether the PhD student complies or does not comply with the PhD plan. If the latter is the case, this may lead to the termination of PhD studies and employment in accordance with section 4.3.2 below.

If a supervisor is not able to submit the report in time, at least two weeks prior to the regular deadline, the supervisor shall seek permission from the Head of PhD School to extend the submission deadline. The Head of the PhD School may request the provision of relevant documentation.

4.3.2. Call for the revised progress report

If the Head of PhD School determines that the PhD student does not follow the PhD plan, the PhD student will get three months to rectify this. The three-month period may only be granted to a PhD student once during the PhD programme and may not in itself lead to an extension of the PhD programme.

Within the three-month period, the PhD student has to prepare a revised progress report according to the above regulations. The revised report must be submitted to the Head of PhD School for approval.

If the Head of PhD School still cannot approve the revised status report, the PhD student will receive a written notice with an explanatory statement. Shortly afterwards, the PhD student's enrolment will be terminated. Payment of the PhD scholarship will terminate following the Dean's decision to terminate the PhD student's enrolment.

However, the PhD student has the opportunity to submit a complaint to the Dean regarding the decision within a period of two weeks from the date the decision is notified to the PhD student in accordance section 7.1 below.

The Faculty of Law shall inform any other potential parties involved of the termination of enrolment of the particular PhD student.

4.3.3. SDI (Staff Development Interview)

The Head of the PhD School holds Staff Development Interviews (SDI) with all PhD students annually in November. In preparation for the SDI, the PhD student has to fill in the SDI form.

In connection with SDI the Head of the PhD School may:

- approve the latest progress report informing the PhD student and his/her supervisor of such approval;
- request further information as to whether the PhD student undertakes the required revisions of the PhD plan or progress report within the given period of time;
- assess that the PhD student does not follow the PhD plan.

4.4. PhD courses and other similar educational activities

The PhD School shall offer PhD courses of quality and quantity that fulfil the objectives of establishing a research education environment of an international standard, and contribute to an attractive study environment for PhD students.

During the course of their research education, PhD students must attend PhD courses and other similar educational activities corresponding to approx. 30 ECTS credits.

The PhD Committee shall approve the PhD courses, as well as ensure that the PhD courses are evaluated and that the evaluations are followed up on. The PhD Committee may delegate this responsibility to the Head of the PhD School.

4.4.1. Educational pedagogical course

A PhD student must undertake an educational pedagogical course as soon as possible after enrolment, unless a similar course has already been taken. The educational pedagogical course must grant at least 2 ECTS and be part of the PhD student's total course requirement as specified in section 7(2)(2) of the PhD Order.

4.4.2. PhD Roundtables at Research Centres

The main objective of the PhD roundtables held at individual research centres is to provide PhD students with an opportunity to present their research projects to colleagues who possess professional expertise in the specific area of law as well as to a broader audience of other academic scholars who wish to participate in such roundtable sessions. The PhD roundtables shall benefit PhD students in advancing their research projects and serve the following purposes:

- Guidance and feedback from senior academic scholars;
- Knowledge sharing and peer learning;
- Professional networking;
- Preparation for an academic career, in particular the public presentation of a research project to a broad academic audience and acquiring knowledge on how to engage in an academic discussion and handle criticism;
- Possibility to obtain professional advice on publishing and dissemination of preliminary research results.

The presentation of the PhD project shall take place within the first 6 months of PhD studies. The PhD roundtable is expected to last at least one hour. It is within the discretion of the research centre leaders to decide how much time is reserved for the presentation itself and the subsequent discussions.

PhD students shall include information on participation in the PhD roundtable in the first status report.

4.4.3. Evaluation seminar

The principal supervisor and the PhD student must agree upon and plan a final evaluation seminar of approximately three hours' duration with the supervisor acting as a moderator. The evaluation seminar shall generally take place in the final year of PhD studies and no later than three months before the end of the PhD programme. The Faculty of Law's academic staff shall be invited by the PhD School to attend the seminar. An external expert commentator shall also be invited to act as a constructive and critical reviewer of the PhD student's research findings. The external commentator, who shall be appointed by the principal supervisor, will be remunerated in accordance with a separate agreement with the Head of the PhD School.

4.4.4. Language courses

Upon application to the PhD Administration, the PhD student may participate in relevant external language courses, with the expenses being covered by the PhD School. Such courses do not qualify for ECTS credits.

4.4.5. PhD courses offered through JurForsk

The PhD School collaborates through the Danish Legal Research Education Programme (JurForsk) with other legal research oriented PhD Schools in Denmark in offering PhD courses. The PhD students may accrue ECTS credits by participating in the accredited PhD courses offered through JurForsk.

4.4.6. Other PhD courses and similar educational elements

The PhD student can also apply for ECTS credits for participation in:

- other relevant PhD courses (*e.g.* generic PhD courses offered by other PhD schools),

- research conferences and other similar academic arrangements outside JurForsk cooperation.

Such applications are submitted to the Head of PhD School who determines whether the relevant activity can qualify for ECTS credits. The application must include a statement from the principal supervisor that the course can be expected to improve the PhD student's research skills and the quality of the PhD thesis.

The Head of PhD School will generally determine ECTS credits on the basis of the JurForsk guidelines.

4.5. Stay at another research institution etc.

The PhD plan must contain an updated description of when one or more stays at other, primarily international, research institutions are planned in accordance with section 7(2)(3) of the PhD Order. Furthermore, the PhD plan must explain why the particular research institution(s) were selected.

Together, the principal supervisor and the PhD student must ensure that the planned research stays have the intended relevance and value for the PhD project.

4.6. Teaching activities and knowledge dissemination

According to section 7(2)(4) of the PhD Order, the PhD student must gain experience with teaching or other types of knowledge dissemination that is related, as far as possible, to the student's PhD project. The teaching and knowledge dissemination duties must be agreed upon by the principal supervisor and the PhD student as early on in the PhD programme as possible.

The PhD plan must contain an updated overview of how the requirement for gaining teaching experience or experience with other knowledge dissemination activities is to be met.

PhD students who are employed by the Faculty of Law under the AC (Akademikernes Centralorganisation) Agreement, are obligated to undertake up to 840 hours of work for the institution at which they are employed as stipulated by the AC Agreement. The work obligations of PhD students who are employed at the Faculty on a full-time or part-time basis are determined by management. Consequently, such students must follow applicable regulations as issued by the Head of the PhD School.

4.7. Supervisor's statement on satisfactory completion

The principal supervisor must submit a statement on the PhD student's fulfilment of the PhD programme's requirements as a whole, including the completion of the individual elements of the PhD plan. The statement must be made available to the PhD Committee before its deliberation on recommendation of assessment committee for the evaluation of the PhD student's thesis.

If the principal supervisor concludes in his statement that the PhD programme has not been completed satisfactorily, the PhD student has a period of two weeks within which to object to the statement in accordance with section 14 of the PhD Order. On the basis of the principal supervisor's statement, any subsequent comments submitted by the PhD student and formerly

approved status reports, the Head of the PhD School shall determine whether the entire PhD programme has been completed satisfactorily.

The PhD student may submit a complaint to the Dean on the decision by the Head of the PhD School within a period of two weeks since the PhD student has been informed of the decision. If the PhD programme has not been completed satisfactorily, the PhD student may be expelled.

The PhD thesis may only be accepted for assessment if the entire PhD programme has been completed satisfactorily.

5. The PhD thesis and submission

The PhD thesis must document the PhD student's ability to apply the scientific methods in the given field of study and to carry out research work that meets international standards for PhD degrees within the field in question in accordance with section 12 of the PhD Order.

The PhD thesis is expected to consist of approximately 150 and not more than 300 normal pages.

5.1. Submission

On the last day of the PhD programme, the PhD student must submit one complete PDF file to the PhD administration who will provide the student with a receipt. The PhD thesis may not be submitted for assessment by two or more authors jointly.

The thesis must include abstracts in Danish and English.

If the thesis includes articles etc. written in cooperation with others, a written declaration must be submitted by each co-author describing the PhD student's contribution to the article. In such cases, it must also be clearly stated in the thesis which articles etc. have been included in the thesis, and how they have been incorporated in the thesis.

5.2. Submission without prior enrolment

Upon application, the PhD Committee may, in special cases, decide to accept for assessment a PhD thesis by an author who has not completed the PhD programme, provided that the author has otherwise acquired comparable qualifications in accordance with section 15(2) of the PhD Order.

Prior to assessment, the following documentation must be submitted:

- Opinion of the Head of the PhD School stating whether the applicant has acquired qualifications corresponding to a PhD degree;
- An applicant's account stating how he/she acquired qualifications that are comparable to the elements of the PhD programme in accordance with section 4 above; and
- An applicant's account stating whether the PhD thesis has ever been, in full or in part, submitted to and assessed by other faculties or institutions in Denmark or another country.

In connection with the assessment of a PhD thesis without prior enrolment, the author must normally pay all expenses associated with such assessment, defence etc. The fees are determined by the Faculty of Law. It is possible to apply to the Head of the PhD School requesting an exemption from payment of such fees (free defence).

5.3. Withdrawal of the PhD thesis

Pursuant to section 12(1) of the PhD Order, the Faculty of Law has set the following rules for withdrawal of a PhD thesis.

The regulations set out in sections 5.3.1 to 5.3.3 also apply when a thesis is submitted for assessment as a PhD thesis, but it has been previously assessed as a PhD thesis at another faculty or university.

On the other hand, these guidelines do not apply if the thesis has been previously assessed (and rejected) as a doctoral thesis and the same thesis is subsequently submitted for assessment for a PhD degree. In such cases, the thesis may be accepted for assessment as long as the terms stipulated in section 15(1) or 15(2) of the PhD Order are met in accordance with section 5.2 above.

5.3.1. Withdrawal before appointment of assessment committee

If a PhD thesis is withdrawn before the appointment of the assessment committee, it will be possible to submit the same PhD thesis for assessment at a later date.

5.3.2. Withdrawal after appointment of assessment committee, but before end of hearing period as stipulated in section 17 of the PhD Order

If a PhD thesis is withdrawn within one week of the author having been informed of the final composition of the assessment committee, the author may resubmit the same PhD thesis for assessment at a later date, as the thesis cannot be said to have been previously assessed.

The PhD Committee may recommend to the Dean that the thesis be assessed by the same assessment committee or a new assessment committee.

5.3.3. Withdrawal after the end of the hearing period as stipulated in section 17 of the PhD Order

If the thesis is withdrawn after the end of the one-week hearing period for the composition of the assessment committee, assessment shall be considered as having been initiated. In such cases, the same thesis may not be resubmitted for assessment at the Faculty of Law.

6. Assessment, defence and award of a PhD degree

6.1. Assessment committee

The PhD thesis and the defence shall be evaluated by an assessment committee. An assessment committee that comprises of three members shall be appointed immediately following the submission of a PhD thesis at the latest in accordance with section 16 of the PhD Order. The members must be at least at the level of associate professor within the relevant field of study. Two members of the committee must be from other institutions than the Faculty of Law. At least one member must be from a foreign country, unless this is unsuitable due to academic reasons. The PhD student's supervisors may not be part of the assessment committee; however the principal supervisor is part of the committee as an observer without any voting rights. The persons who are co-authors of articles included in the PhD thesis may not be part of the assessment committee. Particular effort should be made to ensure a fair gender representation in the assessment committees.

The member of the assessment committee, who is appointed from the Faculty of Law, usually acts as the chair of the committee.

The PhD Committee recommends the composition of the assessment committee to the Dean, who will appoint the assessment committee.

The PhD student shall be notified of the composition of the assessment committee as soon as it has been formed. The PhD student has a period of one week to object to the composition of the assessment committee.

6.2. Preliminary assessment

Within two months of the submission of a PhD thesis, the assessment committee must make a recommendation to the Faculty of Law as to whether the PhD thesis fulfils the requirements for the award of a PhD degree in accordance with section 17 of the PhD Order. This recommendation must be in writing and provide reasons and in case of disagreement, it must be based on a majority vote. The author must receive a copy of the preliminary recommendation.

If the assessment committee produces a positive preliminary recommendation, the thesis may be defended. The conclusion of the preliminary recommendation must be appropriate for being read aloud at the public defence.

If the assessment committee's preliminary recommendation is not positive, the assessment committee must state whether the PhD thesis may be resubmitted in a revised version, and it must set a deadline for the resubmission of the revised thesis. If the preliminary recommendation is not positive, the author and the principal supervisor have a period of two weeks within which to comment on the recommendation.

If the assessment committee does not find the thesis acceptable for defence, the Head of PhD School must, on the basis of the recommendation of the assessment committee, the author's and principal supervisor's comments, reach at least one of the following decisions:

1. That the defence may not take place;
2. That the PhD thesis may be resubmitted in a revised form by a deadline of no less than three months and shall be assessed by the previously appointed committee, unless special circumstances apply;
3. That the PhD thesis shall be submitted and assessed by a new assessment committee.

6.3. Defence

6.3.1. Advertising

All PhD defences are open to the public and usually advertised on the PhD School's website and on the University of Copenhagen's website, as well as in the university's periodicals, namely *Paragraffen* and if possible, *Universitetsavisen*.

Prior to advertising the defence, the author must prepare a press release of 10-20 lines that briefly describes the main findings of the PhD thesis. The press release shall be used in connection with advertising the PhD defence.

If possible, the PhD School shall also send out invitations to the PhD defence by email no later than three weeks prior to the date of the defence.

6.3.2. The defence

The PhD defence must take place no earlier than two weeks after the assessment committee's submission of its preliminary recommendation and no later than three months after the submission of the PhD thesis. However, in special circumstances, the Head of PhD School may postpone the defence. If the defence is postponed, the author and Head of the PhD School must agree on a new date for the defence.

The thesis must be made available to the public at least two weeks prior to the defence.

The following regulations apply to the defence:

1. The department of Research Services is responsible for the general planning and organisation of the PhD defence, including booking facilities, sending out invitations, as well as making sure that the room where the defence takes place is appropriately equipped. The department of Research Services is also responsible for making an audio recording of the defence;
2. The chair of the assessment committee is responsible - following consultation with the assessment committee and the Head of PhD School - for setting a date for the public defence as quickly as possible. As a general rule, the date must be set no later than three months after the date of submission. The chair of the assessment committee shall inform Research Services of the date of the defence;
3. The defence, which is moderated by the Dean, the Vice Dean or the Head of PhD School, shall take place as follows:
 - a. The moderator of the defence begins by introducing the PhD student by name and stating the title of the thesis as well as introducing the members of the assessment committee and the supervisor(s);
 - b. The moderator outlines how the defence will take place;
 - c. The PhD student then has a maximum of 30 minutes to present his/her research findings;
 - d. The conclusion of the assessment committee's provisional recommendation is read aloud;
 - e. After this, the assessment committee has approximately one hour – possibly after a brief account of the work – during which they question the PhD student. The members of the assessment committee shall agree on the division of tasks among themselves;
 - f. The floor opens for the audience to ask questions;
 - g. The moderator declares the defence concluded;
 - h. The assessment committee retires to consider the committee's final recommendation as to whether the PhD degree can be awarded. The recommendation is subsequently announced by the chair of the committee.

The moderator of the defence shall ensure that the defence proceeds in a dignified manner and may if necessary, interrupt or prolong the defence.

The defence should normally take no more than two hours. However, the moderator may permit the defence to be prolonged to a maximum of four hours.

6.4. The final recommendation

Within one week of the defence taking place, at the latest, the assessment committee must submit its final recommendation for the award of a PhD degree in writing to the Academic Council. A copy of the recommendation must be sent to the PhD student. The final recommendation deals with the thesis as well as the public PhD defence, and must document that the PhD student's thesis and defence have met the requirements stipulated in section 7 of the PhD Order.

The recommendation must be written and reasoned and in case of disagreement, must be based on a majority vote.

6.5. Award of a PhD degree

A PhD degree is awarded by the Academic Council based on a favourable recommendation by the assessment committee.

If the assessment committee's recommendation is not favourable, the PhD student has two weeks after receiving the final recommendation in writing, during which to comment on the recommendation and request that the thesis be accepted for assessment by a new assessment committee.

If the assessment committee's recommendation is not favourable and the PhD student has requested that the thesis be accepted for assessment by a new assessment committee, the Head of PhD School can decide that the thesis may be accepted for assessment by a new assessment committee.

6.6. Issuing of the certificate of the award of the PhD

If a PhD degree is awarded, the Faculty of Law shall issue a PhD certificate in Danish and English signed by the Rector and the Dean of the faculty. The PhD certificate must contain information on the field of study, the topic of the thesis and the PhD programme. The certificate must also include an appendix in Danish and English containing information on the approved PhD courses, long-term stay abroad, any collaboration partners and other relevant information.

PhD students who are not awarded a PhD degree may request documentation in Danish and English concerning the elements of the PhD programme that were satisfactorily completed.

7. Right of complaint and exemption

7.1. Right of complaint

In accordance with the PhD Order, complaints on the decisions made by the Faculty of Law that concern legal issues may be submitted to the Danish Agency for Universities and Internationalisation. Complaints shall be submitted within two weeks of the complainant having been informed of the decision.

The complaint must be submitted to Research Services, which will then obtain a statement, that the complainant has one week within which to comment on. The Faculty of Law shall then send the complaint to the Danish Agency for Universities and Internationalisation, enclosing the Faculty's statement and any comments on the statement submitted by the complainant.

Complaints concerning decisions made by the Head of PhD School or by the PhD Committee, which do not concern legal issues, may be submitted to the Dean. Such complaints must be submitted within two weeks of the complainant having been informed of the decision. All complaints must be submitted in writing and be reasoned.

7.2. Exemptions

In special cases, the Dean may grant exemptions from the rules laid down by the Faculty of Law, including the PhD School.

The Danish Agency for Universities and Internationalisation may, in special cases, grant an exemption from the PhD Order.

8. Commencement and interim provisions

The present Regulations are effective as of 7 February 2008 with subsequent revisions.