

# PhD School of Science

## Course work - Rules and Requirements



As a PhD student enrolled at the Faculty of Science you must complete course work equivalent to approx. 30 ECTS. Apart from courses, other types of activities can also be accepted as course work.

All your course work must be approved by your principal supervisor, the PhD school and in some cases also your PhD coordinator.

In the following you can read more about the requirement, the type of course work we accept and approval procedures.

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## Course Portfolio and updates during your PhD study programme

You create and update your PhD Course Portfolio at different occasions during your PhD Programme:

### Preliminary PhD Plan

The [preliminary PhD Plan](#) is handed in with the enrolment papers. In the PhD Plan you and your supervisor create your expected PhD Course Portfolio containing approximately 30 ECTS to be completed during your PhD Programme. This includes the mandatory PhD course(s) –please see ‘2. Participate in mandatory courses’.

### Final PhD Plan

After 3 months of enrolment, you send in the [final PhD Plan](#). The plan should reflect the updates that have been made since the enrolment including the course work you expect to complete during your PhD programme.

### Progress Assessment Reports (PAR)

The [PARs](#) are handed in 3-5 times during your PhD programme (depending on your type of enrolment). In the PAR you indicate the expected course work and ECTS for the rest of the PhD programme.

### Adding passed course work to your Frontplanner course portfolio

In frontPlanner, the PhD School course system, you can see all passed courses that have been registered as part of your PhD programme.

Log on link: <https://phdcourses.ku.dk/nat.aspx>

- Choose *login for PhD students*
- Choose *My pages*
- Choose *My enrollments*

Once you have completed course work that you wish to include as part of the 30 ECTS you must obtain during your PhD programme, you send in the necessary documentation and forms to the PhD School – please see ‘How to apply’.

## Course work requirements

As a PhD student you must:

### 1. Complete course work corresponding to approx. 30 ECTS

1 ECTS corresponds to approximately 25 hours of work incl. preparation. Your PhD course portfolio must sum up to approximately 30 ECTS. Hereof,

- a minimum of 10 ECTS must be for scientific PhD courses.
- a maximum of 5 ECTS may be for conferences (*contributions to the conference, such as presenting a poster or giving a presentation is considered dissemination activities and does not award ECTS*).

A maximum of 35 ECTS can be approved as part of your PhD course portfolio.

Courses that are awarded under 1 ECTS cannot be included in your PhD Course Portfolio.

Language courses do not award ECTS.

For double degree PhD students the ECTS requirements vary and are agreed upon individually.

## 2. Participate in mandatory courses

**Responsible Conduct of Research** (RCR) is mandatory for all PhD students at SCIENCE. The RCR course can be taken alone, but is also a part of the Introduction Course for [PhD students. So if you pass this course](#), you have also passed the RCR course. Please note, that the Introduction Course is not mandatory.

**Introduction to University Pedagogy** (IUP) is mandatory for all PhD students who have teaching as part of their PhD Plan.

## Approval of course work

In order to have your passed course work registered in your frontPlanner course portfolio, the course work must be approved by your supervisor and the PhD school. In some cases your course work must also be approved by your PhD coordinator:

Course	Course level	ECTS status	Sign up in fP	Send in course certificate	Send to	Do I need to apply at the PhD School with form 2B	Who approves at the department
Courses in frontPlanner (fP)	PhD	With ECTS	Yes	<b>No*</b> Automatically registered in your course portfolio on courses, where you sign up in fP	<i>*Please note:</i> If you have not signed up for the course via frontPlanner, please send certificate to: PhD@science.ku.dk	No	Principal Supervisor
Danish Courses in the National Course Database	PhD	With ECTS	No	Yes	PhD@science.ku.dk	No	Principal Supervisor
MSc Courses From Danish Universities	MSc	With ECTS	No	Yes	PhD@science.ku.dk	No	Principal Supervisor
Danish Courses not in the National Course Database	PhD	With ECTS	No	Yes	PhD Secretary at department	Yes	Principal Supervisor & PhD Coordinator
		Without ECTS	No	Yes	PhD Secretary at department	Yes	Principal Supervisor & PhD Coordinator
Courses from Europa	PhD /MSc	With ECTS	No	Yes	PhD Secretary at department	Yes	Principal Supervisor & PhD Coordinator
Courses from other world (incl. Europa without ECTS)	PhD / MSc	With /without ECTS	No	Yes	PhD Secretary at department	Yes	Principal Supervisor & PhD Coordinator
Other Courses: e.g. journal club, ad hoc course, conference	----	With /without ECTS	No	Yes Documentation for Completion	PhD Secretary at department	Yes	Principal Supervisor & PhD Coordinator

## PhD Courses at the Faculty of Science

When you have completed the course, send in the course diploma to have it included in your PhD Course Portfolio. See where to send in the table above.

Courses completed after 1 July 2016 and signed up for in frontPlanner: Courses registered in the Science PhD course database are automatically approved by the PhD School and your supervisor. You do not need to send in the course certificate – the course will automatically be added to your PhD Course Portfolio once you have completed the course. You can check whether a course is already registered in your frontPlanner course portfolio by signing into your frontPlanner profile:

Log on link: <https://phdcourses.ku.dk/nat.aspx>

- Choose *login for PhD students*
- Choose *My pages*
- Choose *My enrollments*

## PhD Courses at other Danish faculties/universities & Danish MSc Courses

Full Master degree courses as well as PhD courses at other Danish faculties/universities are automati-

cally approved by the PhD School. The course will be added to your Course Portfolio when you send in a course certificate to [phd@science.ku.dk](mailto:phd@science.ku.dk)

Please remember that the course must also be approved by your principal supervisor. Once completed, send in the course certificate.

### **International courses/ Other types of course work**

Courses not listed above or other types of course work must be approved by your supervisor, your PhD coordinator as well as the PhD School. Send in [form 2B](#) and course certificate (or other relevant documentation, see next section) to the PhD Section via [your PhD secretary](#).

## **Types of Course work**

The PhD School accepts several types of course work:

- Generic, complementary skills course, e.g. Project Management, Scientific Writing
- Scientific PhD course
- Advanced masters' course
- Other course work, e.g. journal club, ad hoc course, conferences

*Please note: Language courses do not award ECTS.*

Other course work can consist of a number of activities and requires different documents for approval:

Activity	Documentation & Approval
<p><b>Journal Club / Study Group</b></p> <p>A journal club is a group of individuals who meet regularly to critically evaluate and discuss recent articles in scientific literature. Journal clubs are usually organized around a specific topic.</p> <p>Form 2B and documentation:</p> <ul style="list-style-type: none"> <li>• A list of the literature, which has been studied</li> <li>• A list of participants</li> <li>• Number of meetings - specific dates, time and duration</li> <li>• The person responsible – must be part of the academic staff</li> </ul>	
<p><b>Self-study</b></p> <p>A situation where the PhD student takes initiative to define his or her own needs of learning, formulate the learning targets, identify resources and methods for learning. Typically if no relevant course is offered on the subject. Can include reading of academic literature, instruction manuals, journals, instructions etc. but can also include the use of electronic media such as interactive tutorials. The principal supervisor must take part in the selection of appropriate literature and the student must keep a continuous dialogue with the supervisor during the process.</p> <p>Form 2B and documentation:</p> <ul style="list-style-type: none"> <li>• A short summary of the self-study &amp; number of hours spent on the activity</li> </ul>	

- A reference list, which documents the knowledge obtained from the study and how it can be used in the PhD study.
- A list of literature that has been read – titles and authors
- Statement from principal supervisor regarding the relevance of the activity

### **Seminar Series**

When a department or a research group organize a seminar series with presentations by department members or visitors from outside, the student may gain ECTS for his or her participation in the seminar series.

Form 2B and documentation:

- A list of seminars attended - specific date, time and duration
- The lecturers at the seminar(s) – name and institution
- Organizer

### **Conferences**

The students may obtain ECTS for participation in international conferences. Please note: a maximum number of 5 ECTS can be approved as a total for conferences in the PhD Course Portfolio.

Form 2B and documentation:

- Title and short description of conference
- Date, place and organizer
- Number of hours spent on the conference incl. academic preparation
- URL to the conference website
- Conference programme

### **Other types of 'other course work'**

Will be assessed based on the individual application and appendices

Form 2B and documentation:

- Description of the activity
- Documentation for participation, if applicable
- Statement from principal supervisor regarding the activity

## **How to apply**

You can find the application form 2B for approval of ECTS at the PhD School's webpage:

[www.science.ku.dk/english/research/phd/student/forms/](http://www.science.ku.dk/english/research/phd/student/forms/)

- Form 2B applications including diplomas for passed courses must be sent to the PhD Section via [your department PhD Secretary](#).
- Course certificates for passed SCIENCE courses, courses in the national PhD database and MSc courses from Danish universities must be sent to the PhD Section: [phd@science.ku.dk](mailto:phd@science.ku.dk).

Please send one e-mail per course and name the e-mail as instructed below:

- Application, course name, your name and abbreviation for your department.

**Examples:**

- Certificate Introduction Course Søren Sørensen PLEN
- Form 2B application for ETCS for Journal Club John Johnson BIO

All attachments must be named clearly and identify the specific content of the file. The file type must be an OCR-readable PDF file or a Word file.

We strive to process your application as fast as possible.

## Course Databases

### PhD courses at the Faculty of SCIENCE

The Faculty of Science offers a large range of PhD courses. We aim to offer courses that give you an insight in areas of a specific academic nature, as well as courses of a general, research-relevant nature, e.g. communication, research ethics or statistics.

- [Find courses in the PhD course database \(frontPlanner\)](#)

### PhD courses in Denmark

PhD students enrolled at the Faculty of Science (SCIENCE) can participate in generic courses at other faculties and Universities in Denmark (except CBS) for free provided vacant seats are available. If the courses are expensive, then a fee may be charged by the organizing department. If you have doubts about whether you, as a PhD student at SCIENCE, must pay for a course, we recommend that you ask the course organiser before signing up.

- [Find PhD courses in the National PhD Course Database](#)

### MSc courses at the Faculty of Science

PhD students at the Faculty of Science can follow the faculty's MSc courses as a credit student.

It is very important that you register for Full Degree Master courses in the right way and within deadline!

- [Find MSc courses](#)
- [Read about the registration procedure](#)

## Where to find the Rules

Faculty PhD Regulations: [www.science.ku.dk/english/research/phd/student/rules](http://www.science.ku.dk/english/research/phd/student/rules).

## Who makes the Decisions

[PhD Committee](#) and head of the SCIENCE PhD School [Morten Pejrup](#).

*Updated October 2016*