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.
**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 a part of your application for enrolment in the online administrative system PhD Planner. 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, PhD Planner asks you to submit the final PhD Plan. The final 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 must be submitted/sent for approval 3-5 times during your PhD programme (depending on your type of enrolment). Before the PAR is submitted you must update your course portfolio in PhD Planner (the Plan Activity tab).

**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 in PhD Planner (the Plan Activity tab), 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 (*Please be aware that contributions to the conference, such as presenting a poster or giving a presentation are considered dissemination activities and do 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. 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 PhD Planner course portfolio (the Plan Activity tab), 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:

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Level</th>
<th>ECTS Status</th>
<th>Sign up in JD</th>
<th>Do I need to add the course as an activity in PhD Planner?</th>
<th>Upload Course Certificate</th>
<th>Approval at Department</th>
<th>Approval at the PhD School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses in frontPlanner (PI)</td>
<td>PhD</td>
<td>With pre-assigned ECTS</td>
<td>Yes</td>
<td>No</td>
<td>NO</td>
<td>Principal Supervisor</td>
<td>NO</td>
</tr>
<tr>
<td>Danish courses in the National Course Database</td>
<td>PhD</td>
<td>With pre-assigned ECTS</td>
<td>No</td>
<td>Yes – Must be added as the activity: Courses/Conferences with pre-assigned ECTS</td>
<td>Yes</td>
<td>Principal Supervisor</td>
<td>PhD Section</td>
</tr>
<tr>
<td>MSc courses from Danish Universities</td>
<td>MSc</td>
<td>With pre-assigned ECTS</td>
<td>No</td>
<td>Yes – Must be added as the activity: Courses/Conferences with pre-assigned ECTS</td>
<td>Yes</td>
<td>Principal Supervisor</td>
<td>PhD Section</td>
</tr>
<tr>
<td>Danish courses not in the National Course Database</td>
<td>PhD</td>
<td>With pre-assigned ECTS</td>
<td>No</td>
<td>Yes – Must be added as the activity: Courses/Conferences without pre-assigned ECTS</td>
<td>Yes</td>
<td>Principal Supervisor</td>
<td>PhD Section</td>
</tr>
<tr>
<td>Courses from Europe</td>
<td>PhD/ MSc</td>
<td>With pre-assigned ECTS</td>
<td>No</td>
<td>Yes – Must be added as the activity: Courses/Conferences without pre-assigned ECTS</td>
<td>Yes</td>
<td>Principal Supervisor</td>
<td>PhD Section</td>
</tr>
<tr>
<td>Courses from non-European countries (incl. Europe without ECTS)</td>
<td>PhD/ MSc</td>
<td>Without pre-assigned ECTS</td>
<td>No</td>
<td>Yes – Must be added as the activity: Courses/Conferences without pre-assigned ECTS</td>
<td>Yes</td>
<td>Principal Supervisor &amp; PhD coordinator</td>
<td>PhD Section &amp; Chair of PhD Committee</td>
</tr>
<tr>
<td>Other courses: e.g. journal club, ad hoc courses, conferences <em>the course information and nature must be clear</em></td>
<td>---</td>
<td>Without pre-assigned ECTS</td>
<td>No</td>
<td>Yes – Must be added as the activity: Courses/Conferences without pre-assigned ECTS</td>
<td>Yes</td>
<td>Principal Supervisor &amp; PhD coordinator</td>
<td>PhD Section &amp; Chair of PhD Committee</td>
</tr>
</tbody>
</table>

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 upload the necessary documentation in PhD Planner – please see ‘How to apply’.

**PhD courses at the Faculty of Science**

Courses offered by UCPH are pre-approved by the PhD School. You must register for the courses directly in frontPlanner and NOT in PhD Planner. When you register for a course in frontPlanner, it will automatically be transferred to your course portfolio in PhD Planner.

**PhD courses at other Danish universities & Danish MSc courses with pre-assigned ECTS**

Full Master degree courses as well as PhD courses at other Danish universities, where the ECTS has been assigned by the course provider, are automatically approved by the PhD School. You must add them to your PhD Planner course portfolio (Plan Activity tab) as the activity ‘Courses/Conferences with pre-assigned ECTS’.

**PhD courses at European universities with pre-assigned ECTS**

PhD courses with pre-assigned ECTS by the course provider, completed at European universities are automatically approved by the PhD School. You must add them to your PhD Planner course portfolio (Plan Activity tab) as the activity ‘Courses/Conferences with pre-assigned ECTS’.

**International courses, conferences, and other types of course work without pre-assigned ECTS**

Courses not listed above and conferences, or other types of course work with no ECTS assigned by the
course provider, must be approved by your supervisor, your PhD coordinator as well as the PhD School. You must add them to your PhD Planner course portfolio (Plan Activity tab) as the activity ‘Courses/Conferences without pre-assigned ECTS’.

Here you can find a user guide on how to add a course for approval in PhD Planner.

What counts as ‘other’ course work?
The PhD School accepts several types of activities as 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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Documentation &amp; Approval</th>
</tr>
</thead>
</table>
| **Journal Club / Study Group (Courses/Conferences without pre-assigned ECTS)** | 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. Required documentation needed for approval:  
- A list of the literature, which has been studied  
- A list of participants  
- Number of meetings - specific dates, time and duration  
- Confirmation of participation and completion from the person responsible – must be a member of the academic staff |
| **Self-study (Courses/Conferences without pre-assigned ECTS)** | 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. Required documentation needed for approval:  
- A short summary of the self-study & number of hours spent on the activity  
- 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 (Courses/Conferences without pre-assigned ECTS)

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.

- Required documentation needed for approval: A list of seminars attended - specific date, time and duration
- The lecturers at the seminar(s) – name and institution
- Confirmation of participation and completion from the organizer – must be a member of the academic staff

Conferences (Courses/Conferences without pre-assigned ECTS)

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

*Please note: contributions to the conference, such as presenting a poster or giving a presentation are considered dissemination activities and do not award ECTS*

- Required documentation needed for approval: Title and short description of conference
- Date, place and organizer
- Number of hours spent on the conference incl. general academic preparation, this does not include time spent on own contributions to the conference, such as presenting a poster or giving a presentation
- URL to the conference website
- Conference programme
- Documentation for participation, e.g. participation list

Other types of 'other course work' (Courses/Conferences without pre-assigned ECTS)

Will be assessed based on the individual application and appendices

- Required documentation needed for approval: Description of the activity
- Documentation for participation
- Statement from principal supervisor regarding the activity

How to register and apply for approval of course work

**PhD courses/conferences at the Faculty of Science (UCPH?**

- Sign up and register for the course in frontPlanner
- The course will automatically be added to your PhD Planner course portfolio

**All other courses/conferences with or without pre-assigned ECTS**

- Must be added as a course activity in PhD Planner
- Remember to upload documentation for participation and completion
- For more information, see the tables above and the user guide 'How to add courses to your PhD Plan'
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.

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