



The integrated MSc and PhD programme – 3+5 scheme

The Faculty of Science, University of Copenhagen (SCIENCE) offers an integrated MSc and PhD programme, which is referred to as the 3+5 scheme in the following.

The basis for the scheme is that during the period of enrolment, the student completes an MSc programme and a PhD programme within the full prescribed period of study for the programmes minus any time reduction, if any, for previously completed MSc programme elements. The 3+5 scheme is divided into two parts: Part A, during which the student completes the MSc programme and concurrently completes one third of the PhD programme (one full-time equivalent (FTE)), and Part B, during which the student is a PhD student exclusively. Part A is completed when the student completes the MSc programme and must be organized in such a way that the MSc programme is completed two years before completion of the entire integrated programme of study.

The scheme makes it possible to integrate, in particular, the MSc programmes' optional programme elements and the writing of the PhD dissertation, which allows students and their supervisors more time for the research element of the PhD programme.

Exemptions from the general study progress rules for the MSc programme part

Students who are admitted to the integrated MSc and PhD programme are not subject to the ordinary study progress rules applying to MSc programmes. This means that students are not required to comply with the rules on maximum period of enrolment, compulsory registration for courses etc. For instance, it may be agreed upon in the thesis contract that a thesis corresponding to 30 ECTS credits (0.5 FTE) may be written over a longer period than six months. However, 3 + 5 students are subject to any other rules and regulations applying to their master's programme including deadlines for course registration, applications for preapprovals...etc.

Admission requirements and prescribed period of study

The 3+5 scheme is open to students who have completed a relevant BSc degree with a good result, and who are either enrolled in an MSc programme offered by SCIENCE or has been offered admission to an MSc programme offered by SCIENCE. In addition, the student must also be admitted to the PhD programme. This must take place no later than at the time of commencement of the 3+5 programme.

For students who commence the 3+5 scheme without credit transfers, the normal study commencement date is 1 September of the year in question (legally entitled BSc graduates may also commence on 1 February), and students with credit transfers (who are already enrolled in the MSc programme at SCIENCE or at another university, and have completed programme elements) are admitted on an ongoing basis.

The prescribed period of study for the integrated 3+5 programme is five FTEs (two for the MSc programme and three for the PhD programme). If, at commencement of the integrated 3+5 scheme, the student has

passed one or more programme elements, the period of study is reduced correspondingly. This is illustrated below in table 1. It should be noted that courses passed corresponding to 5 ECTS credits result in one month's time reduction:

Table 1. Prescribed period of study with and without credit transfers (passed MSc programme elements)

Passed ECTS credits on the MSc programme	0	15	30	45	60	75	90
Credit (months) on the MSc programme	0	3	6	9	12	15	18
MSc programme	24	21	18	15	12	9	6
PhD programme	36	36	36	36	36	36	36
Total period of study on the 3+5 scheme	60	57	54	51	48	45	42

Students who have started writing their MSc thesis are not allowed admission to the 3+5 scheme.

The programme is organized to ensure that the MSc programme is completed precisely two years before completion of the entire integrated programme of study. This is illustrated in table 2, which takes account for credit transfers, if any, for the MSc programme:

Table 2. Programme duration with or without credit transfer

Passed ECTS credits on the MSc programme	0	15	30	45	60	75	90
Credit (months) on the MSc programme	0	3	6	9	12	15	18
Part A Both MSc and PhD	36	33	30	27	24	21	18
Part B Only PhD	24	24	24	24	24	24	24
Total period of study on the 3+5 scheme	60	57	54	51	48	45	42

Table 2 shows that the prescribed period of study for Part B is always 24 months (two years), and that the duration of the programme of study varies in part A according to the number of credits on the MSc programme.

Programme contents and structure

During the combined programme of study, the students must complete the MSc programme in accordance with the requirements and rules set out in the curriculum for the MSc programme as well as complete a PhD programme as set out in the [PhD Order \(Ph.d.-bekendtgørelsen\)](#). The programme of study is divided into two parts: Part A, during which students are MSc students and PhD students at the same time, and Part B, during which students with a completed MSc programme are PhD students only.

Table 3 provides a summary of the academic organization of the 3+5 scheme, and it should be noted **that the MSc programme, irrespective of the number of credit transfers, MUST be passed by the time when two years of the total period of study remain:**

Table 3. Academic organization of the 3+5 scheme

<p>Part A) The student is enrolled in an MSc programme and a PhD programme at the same time</p>	<p>Complete MSc programme; see requirements set out in the applicable curriculum:</p> <ul style="list-style-type: none"> • Pass courses and programme elements in accordance with the curriculum • Conclude thesis contract • Write and pass thesis • Graduate from MSc programme <p>Complete one third of PhD programme; see requirements set out in PhD rules:</p> <ul style="list-style-type: none"> • Submit final PhD plan • Start PhD courses • Start research activities • Pass regular assessments
<p>The last two years, Part B, can be commenced once the student has completed the MSc programme and had the regular assessments approved, in other words - the student has lived up to the requirements in the PhD plan</p>	
<p>Part B) The student has completed the MSc programme and is only enrolled in the PhD programme</p>	<p>Complete PhD programme in accordance with the approved PhD plan; see requirements set out in PhD rules</p>

Integration of the MSc programme into the PhD programme

When students commence Part A of the integrated 3+5 programme, they must commence the PhD programme concurrently with their completion of the MSc programme as shown in table 3.

Requirements for the MSc programme

The compulsory and restricted elective courses must be passed in accordance with the curriculum and course descriptions, whereas the optional programme elements and the contents/object of the thesis can and should be integrated into the PhD project. This results, de facto, in more research time.

MSc Thesis

The student must write a thesis of the scope (number of ECTS) specified in the MSc curriculum, and a thesis contract must be concluded beforehand between the student and the thesis supervisor. The MSc thesis must be defended on the same terms as those applying to the MSc programme in general.

The top management (LT) at UCPH has decided that a PhD student enrolled in one of the integrated PhD programmes (4+4 or 3+5) is allowed to reuse his/her MSc thesis including conclusions in the PhD thesis. This must not exceed the extent used in all other PhD theses that are based on an MSc thesis by any other and/or previous research by the author or by other scientists. References are mandatory.

The interpretation of the PhD school of SCIENCE is that a PhD student is allowed to use the following in the PhD thesis:

- An article based on data and conclusions from the MSc thesis written after the MSc degree was awarded. Reference to the MSc thesis is a requirement.
- One or more articles written as part of the MSc thesis on condition that it is explicitly described as being part of the MSc thesis as well.

Requirements for the PhD programme

Students must also comply with the requirements for the PhD programme, for example the following requirements:

- The final PhD plan must be approved by the PhD school no later than 3 months after enrolment
- Pass progress assessment reports (PAR) on an ongoing basis (50, 38, 26, 14, and 6 months before expected submission date)
- Pass PhD courses or other kinds of course activity corresponding to approx. 30 ECTS credits
- Gain experience in teaching and/or knowledge dissemination activities
- Carry out a change of scientific environment
- Carry out a research project
- Submit a PhD thesis for defence.

Reference is also made to the [applicable PhD rules](#), which also regulate the PhD programme part of the integrated 3+5 programme.

The PhD plan

To ensure that the MSc curriculum is integrated in the PhD programme and that the MSc programme is completed 2 years before the conclusion of the full integrated programme, the student and his/her principal supervisor must divide the time plan (part of the PhD plan) into two sections. One section that reflects part A and includes the completion of the MSc programme and another that reflects part B where the PhD student is completing the PhD programme.

Information meeting

Shortly after the commencement of the 3+5 programme, the student and principal supervisor are invited to a meeting with a relevant student adviser and representative(s) of the PhD school. At the meeting the 3+5 scheme will be explained – with special emphasis on the planning of the master study part and filling in of the PhD time table. Another purpose of the meeting is a going over of the student's education sheet, and he or she will be informed of the procedures how to sign up for master courses et cetera.

Procedure for application and enrolment

The integrated programme of study has continuous enrolment during the year.

For enrolment in the integrated MSc and PhD programme, students must have completed a relevant BSc degree and either be enrolled in an MSc programme offered by SCIENCE or have been offered enrolment in such a programme. The students must also be enrolled in the PhD programme. Thus, the application procedure depends on whether or not the student is an MSc student at SCIENCE at the time of application.

Students *NOT* enrolled as MSc students at SCIENCE:

Students, who are BSc or MSc students at another university, at the time of application, must be admitted to a relevant MSc programme offered by SCIENCE. Subsequently, the student must be admitted to the PhD programme, this usually takes place by a response to a job advertisement for a PhD position.

Typical procedure:

1. The potential 3+5 student contacts the institute (principal supervisor) – by applying for a specific vacancy or in some other way.
2. Should the institute (principal supervisor) wish to enroll the student in question in the 3+5 scheme, the student and the institute send in a combined standard application to the PhD School of SCIENCE (forms 1A, 1B, 1D and 1E).
3. The PhD School processes the application, and if qualified, the student is pre-approved for enrolment on condition that a master education can be initiated.
4. The PhD section refers the student and principal supervisor to the University Education Service for help to identify a relevant MSc programme and practical solution.
5. The student fills in an application form for enrolment in the master study in question as well as an application form for credit transfer, if relevant.
6. The application is processed by an admissions committee on the basis of the applicant's qualifications in relation to the formal admission requirements for the programme.
7. If the application is approved, the student receives an enrolment letter for the MSc programme. At the same time, the student is invited to an introduction programme (in September or February) and is given a link to the MSc study start homepage.
8. At this time the student will also be notified of an approved credit transfer, if any.
9. Now enrolment for the PhD study can take place, and the student receives a welcome letter.
10. If the student is a foreign citizen (from a non-EU/EEA country), applications are made for a visa and a residence permit. International Staff Mobility helps the student.
11. If the student applied for a specific vacancy, the student receives a letter of employment.

Students enrolled as MSc students at SCIENCE:

Students, who are enrolled in an MSc programme at SCIENCE at the time of application, must apply for admission to the PhD programme, usually by responding to a job advertisement.

Typical procedure:

1. The potential 3+5 student contacts the institute (principal supervisor) – by applying for a specific vacancy or in some other way.
2. Should the institute (principal supervisor) wish to enroll the student in question in the 3+5 scheme, the student and the institute send in a combined standard application to the PhD School of SCIENCE (forms 1A, 1B, 1D and 1E).
3. The PhD School processes the application and if the student is qualified, he or she is approved for enrolment.
4. The student receives a letter of employment.

Appointment and remuneration

Students admitted to the integrated 3+5 scheme are normally recruited via job advertisements drawn up by the relevant academic environment. The student receives a 'letter of appointment' concerning Part A, for which the student is remunerated by way of 48 PhD grant portions as well as being paid hourly rates for 'duty work' (150 hours per year). The 'letter of appointment' specifies that the student is expected to complete the MSc programme as well as complete one third of the PhD programme. Part A must always be completed through the student's completion of the MSc programme (when two years of study remain). The student is then transferred to Part B and is employed as a PhD scholar under the collective agreement with the Danish Confederation of Professional Associations (*AC-overenskomsten*). The student receives a new letter of appointment that reflects the new type of employment.

Appointment and remuneration on Part A

Table 4 provides an overview of the remuneration (PhD grant portions) on Part A which varies depending on the number of credit transfers granted.

Table 4. Part A: PhD grant portions per month adjusted for any credit transfers

Year of study	Year 1				Year 2				Year 3	
Months of study	36	33	30	27	24	21	18	15	All students spend 12 months on the MSc and PhD programme	Total
0 months of credit	3	3	3	3	3	3	3	3	24	48
3 months of credit		3	3	3	3	3	3	6	24	48
6 months of credit			3	3	3	3	6	6	24	48
9 months of credit				3	3	6	6	6	24	48
12 months of credit					6	6	6	6	24	48
									30	
15 months of credit						6	6	6	Two grant portions per month during the first six months and three grant portions per month during the last six months	48
18 months of credit							6	6	36	48

Table 4 shows that the number of PhD grant portions cannot exceed 48. It also appears from the table that 1, 2 or 3 grant portions are disbursed per month depending on the total period of study.

If a student is enrolled without credit transfers, Part A has a duration of three years, and the student receives one PhD grant portion per month during the first 24 months and two PhD grant portions per month during the last 12 months.

Students enrolled with a 12-month credit transfer receive two PhD grant portions per month for 24 months.

On Part A, the student must be offered hourly pay for 'duty work' corresponding to 150 hours per calendar year. The student can opt out the 'duty work' and consequently will receive no remuneration for this.

Terms and conditions relating to pension, holiday, illness, maternity/paternity leave, leave of absence etc.

The part of the remuneration relating to PhD grant portions is disbursed during holidays but is not pensionable. The remuneration is also disbursed during periods of sickness, and in case of long-term sick leave, and the period of enrolment in Part A will be extended correspondingly. If the student takes maternity/paternity leave, the remuneration will also be disbursed during such leave, and Part A will be extended accordingly. PhD grant portions are paid in advance.

A fixed hourly rate is paid for the 'duty work'. In addition, a holiday allowance is disbursed in the following holiday year (12.5% of the pay).

If, at the time of commencement of Part A, the student has any grant portions for MSc study left, the disbursement of these will continue until the quota is exhausted.

If, at the time of commencement of Part A, the student is receiving a government student grant, including a grant to cover costs of living, this disbursement will be discontinued, and the student will be remunerated via PhD grant portions and hourly pay for 'duty work'.

Appointment and remuneration on Part B – always two years

When an MSc programme has been passed in accordance with the rules set out in the MSc curriculum, and one third of the PhD programme has been completed, the student will be employed as a PhD scholar and be remunerated in accordance with the collective agreement with the Danish Confederation of Professional Associations (AC). The period of employment on Part B is always two years. The student will receive a fixed salary, which is pensionable, and will earn holiday as an ordinary employee during the period of employment. The student has the same rights during maternity/paternity leave and sickness as all other employees covered by the collective agreement with the Danish Confederation of Professional Associations (AC).

The student must be offered 'duty work' – 280 hours per year – and the remuneration for this will be included in the salary. If the student opts out of 'duty work', the salary will be reduced accordingly.

Seniority

When students graduate from the integrated MSc and PhD programme, they have earned two years of seniority, which will form the basis of the pay grade in future jobs in the Danish public sector.