



2B. Application for approval of a PhD course and other course activity

Section 4 (Work load) needs only to be filled in if

- the course is NOT listed in the National Course Database and is without ECTS
- the course is from 'other world (incl. Europe without ECTS)'
- the course is 'other courses: e.g. journal club, ad hoc course, conference.'

Please read ["Science PhD School Guidelines for PhD Course Work at SCIENCE"](#)

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	No* 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 Europe	PhD /MSc	With ECTS	No	Yes	PhD Secretary at department	Yes	Principal Supervisor & PhD Coordinator
Courses from other world (incl. Europe 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 <i>Documentation for Completion</i>	PhD Secretary at department	Yes	Principal Supervisor & PhD Coordinator

1. General information

Name: UCPH user id:
If not available, date of birth

Department: Principal supervisor:

2. Course information

Title of course

Institution

ECTS

Have you passed the course? Yes No

For passed courses, please enclose the course diploma

Courses are typically approved after you have completed them, however, if it is necessary to get a pre-approval, please state the reason here:

3. Content of the course/activity

Insert link to course information (If no link, please enclose programme and description)

For other course activities: e.g. journal club, ad hoc course, conference, please provide a brief description yourself

4. Workload

Does not include course administration and does not include preparation of oral or poster presentation for the conference

Activity	Number of hours spent on the activity
Preparation before and during the course	<input type="text"/> hours
Lectures and exercises	<input type="text"/> hours
Field or project work	<input type="text"/> hours
Writing a report and/or examination	<input type="text"/> hours
Other - specify <input type="text"/>	<input type="text"/> hours
Total number of hours spent on the course	<input type="text"/> hours
Suggested ECTS	<input type="text"/> ECTS

According to work load (1 ECTS corresponds to a work load of 25 hours)

Signatures (or confirmation by e-mail)

1. PhD student

Date: Name:

Signature:

2. Principal Supervisor

Date: Name:

Signature:

3. PhD coordinator (only for Danish courses without ECTS, courses not provided by Danish universities & other course activities)

Date: Name:

Signature:

Date of submission to Department PhD Secretary

Once you have completed the form and it is signed by all parties, please save it as a Word or an OCR-readable (editable) PDF file and e-mail it to the PhD secretary at your department. You can find your PhD secretary here: www.science.ku.dk/english/research/phd/student/contact/