

Procedural Issues regarding the final stages of the PhD program

The Department of Chemistry and Bioscience

Aalborg University, AAU

In what follows, you will find a concise account of the final stages and responsibility areas related to your PhD program. This information is only to be considered a brief version of the procedural issues – for further and more specific details, please check <http://www.phd.engineering.aau.dk/> and <https://www.phd.engineering.aau.dk/become-phd-student/process/>.

Please note that it is up to you to ensure that all procedures comply with the rules and regulations of the Doctoral School of Engineering and Science, Aalborg University.

To submit your thesis to the Doctoral School, you must apply the [VBN portal](#), using your AAU single sign-on. For additional details:

- <http://www.phd.engineering.aau.dk/thesis-submission/>
- <https://www.en.team.vbn.aau.dk/phd-submission/>

Good luck with your PhD thesis and your upcoming defence.

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TIMEFRAME

No later than 6 months before PhD defence:

Responsibility of supervisor:

- To select an internal chairperson and two external examiners (at least one from abroad) to assess the PhD thesis. The Doctoral School's rules concerning appointment of assessment committee to be found [here](#)
- To select a moderator to attend the PhD defence – could be chairperson of the assessment committee, unless you are planning for an online defence.
- To submit abovementioned information to PhD administrator Annemarie Davidsen (ada@bio.aau.dk) who will forward relevant information and documentation to the Doctoral School of Engineering and Science for approval. Please include:
 - Title of PhD thesis
 - Date of defence, if possible at this stage
 - Updated CV of all committee members (both internal and external members)
 - Updated publication list of all committee members for the past 5 years. In case of joint publications between committee members and supervisor and/or PhD student, a brief statement must follow to explain the choice of the member in question
 - Postal addresses of all committee members and E-mails
 - Completed template "Check list related to the approval of assessment committee" - to be downloaded [here](#)

NB: The PhD student cannot submit thesis unless assessment committee has been approved by the Doctoral School beforehand.

No later than 10 weeks before PhD defence:

Please be aware that **the PhD defence must take place no later than 3 months after submission of the thesis to the Doctoral School of Engineering and Science**

Responsibility of supervisor:

- To select date and time for the PhD defence when the student, the supervisor, the moderator and the committee members can attend the defence in person
- To reserve room/auditorium for the PhD defence

Responsibility of the student:

- To obtain supervisor statement – the template to be downloaded [here](#)
Please make sure that the template is completed according to the rules and regulations of the Doctoral School of Engineering and Science
- To obtain co-author statements, if any – the template can be downloaded [here](#)
Please make sure that the template is completed according to the current rules and regulations of the Doctoral School of Engineering and Science. In order for you to comply

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with the deadline, we recommend that you collect the co-author statements during the writing process

- To sign and submit declaration concerning good scientific practice – for further information on good scientific practice and relevant template, see [here](#)

Above documents must be approved by the Doctoral School beforehand. If not, you cannot upload your thesis.

Prior to your submission via VBN, you also need to decide which approach to apply:

- 1) If your thesis includes only **non-confidential material and already published articles of which you have obtained copyrights**, you may submit full version of your thesis including all articles.
- 2) If your thesis includes **confidential material and/or articles not yet published**, your approach would be the following:
 - Upload of full version including all articles to be evaluated by the assessment committee
 - Upload of “short version” (a reduced version without confidential information, attachments and non-published articles) – this version will be published as E-publication on VBN, once you have been awarded your PhD degree

In both cases, and **prior to submission**, you must make sure that:

- Reference check is made for both thesis and included papers 3-4 weeks prior to final submission. To do so, please send your thesis and included papers to ada@bio.aau.dk as readable files that will then be uploaded to Ithenticate for reference check. The reference check report will be presented to the PhD student and supervisor afterwards as a basis for discussion and adjustment of thesis – see more [here](#)
- All text (links to web pages, page numbers, footnotes, etc.) is written in black and only pictures, charts, models in colour
- Thesis contains both Danish and English summaries
- You have copyright of all articles included in the thesis. For further information on how to obtain copyrights to your articles – see more [here](#)
- Co-author statements for all articles included in the thesis have been approved by the Doctoral School
- Supervisor statement has been approved by same
- Signed declaration concerning good scientific practice is submitted to the Doctoral School
- Proposal for assessment committee is submitted and approved by the Doctoral School
- Date of your defence is fixed, if possible at this stage

Once the Doctoral School has approved your co-author statements, the supervisor statement and the members of your assessment committee, you will be notified accordingly directly by the Doctoral School.

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As soon as you have uploaded your thesis in the VBN framework, you cannot alter the thesis. The assessment committee will receive thesis and co-author statements electronically from the Doctoral School.

Find checklist concerning thesis submission [here](#)

No later than 3 weeks before planned public defence:

Responsibility of chairperson:

- To prepare the preliminary assessment jointly with the committee members and submit it directly to the Doctoral School of Engineering and Science (Att. Vigdis Kit Skomager Bohnfeldt, vkns@adm.aau.dk).
Please send copy to both supervisor and PhD administrator
– template to be downloaded [here](#)
- To pre-prepare final assessment of the PhD thesis
– same [template](#) as mentioned above
Final elaborations to this draft are made immediately after the defence, signed by the committee members and submitted to the Doctoral School (vkns@adm.aau.dk)

When thesis has been recommended for defence:

Responsibility of PhD student:

- To order hard copies, if requested for the defence, the Department covers the printing expenses of up to 5 copies. If you request additional copies, the number of copies and additional payment are to be agreed between supervisor and PhD student. For offer and number of copies, please contact Anja Lykkegaard Jensen at Aalborg University Press (anja@forlag.aau.dk). The copies will be printed in book format 17x24
- To submit short abstract of the thesis to communications officers (Camilla Kristensen, cakr@bio.aau.dk or Line Christensen, lch@bio.aau.dk) who will upload/announce the information on www.bio.aau.dk.

Information to be included in the abstract:

- Name of PhD student
- Date and time of defence
- Thesis title
- Brief summary
- Names of supervisor(s) and members of the assessment committee
- Reception or no reception
- Name of Section
- Address and room number for the defence and/or details on online meeting details, if the defence will be effected online or partly online (for [inspiration](#))
- Registration doodle for online or partly online defence

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PhD defence – maximum three hours duration:

Responsibility of student:

- To open the defence with a 45 minutes presentation after which the assessment committee is free to ask questions. After a short break, a discussion is initiated – duration 1-2 hours

Responsibility of moderator:

- To preside over the oral presentation and examination
- In case of an online or partly online defence, the moderator/lay representative must assist in terms of technical issues and make sure that the defence is conducted in accordance with present regulations and by that ensure that there will be no reason to question neither the quality nor the result of the defence afterwards.
The moderator is further requested to submit a brief statement on any technical issues (or not) that might have occurred during the time of the defence. Status to be submitted to Vigdis at the Doctoral School (vkns@adm.aau.dk)

After defence:

Responsibility of chairperson:

- To ensure that the pre-prepared assessment is further elaborated on and signed by the committee members
- To inform the PhD student of the committee's recommendations
- To send the signed assessment and letter of recommendation by e-mail to PhD administrator Annemarie Davidsen (ada@bio.aau.dk)

After the defence, you may have a reception – this is, however, optional. The Department will cover the expenses of the reception. The PhD student will take care of any practical details and arrangements in relation to the reception (often in collaboration with the laboratory technician or fellow colleagues of the section in question).

After PhD award:

As a rule, the thesis will be published as E-publication on VBN, once the PhD student has been awarded the PhD degree.

In case, you have any further questions, please do not hesitate to contact:

- PhD Administrator, Annemarie Davidsen (ada@bio.aau.dk)
- Head of the Doctoral Program, Professor Morten Mattrup Smedskjær (mos@bio.aau.dk)
- Vigdis Kit Skomager-Bohnfeldt, Doctoral School of Engineering and Science (vkns@adm.aau.dk)
- Kristian Østergaard Sørensen, AC Consultant, Doctoral School of Engineering and Science (krs@adm.aau.dk) in terms of matters related to submission via VBN