Aarhus University 1/22

Graduate School, Faculty of Arts

**Proposal for assessment committee members (PhD dissertation)**

*PhD Order of 27.08.2013, sections 16-17*

The PhD Programme Director’s proposal for assessment committee members must be submitted

*no later than the PhD dissertation itself*

**Please send this form by email to the PhD administrator of the programme concerned**

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| Information about the PhD student | | |
| Name of author |  | |
| Project/dissertation title |  | |
| Main supervisor  *Name and school* |  | |
|  |  | |
| **Proposal for assessment committee members**  *To be completed by the PhD Programme Director in consultation with the principal supervisor* | | |
| *The assessment committee must have three members who must be professors or full-time associate professors, or who have corresponding qualifications. At least two of these members must be external (not employed by Aarhus University), at least one of them must be from abroad, and both genders must be represented on the committee. All the members of the committee must be specialists in the field of the project in question.*  *We need to know the citizenship of assessors from abroad who are employed by other universities or by companies in Denmark with a work permit which is tied to their workplace. These members must apply for a free secondary occupation permit before starting to work as an assessor of a PhD dissertation.*  *Supervisors may not be members of assessment committees. The PhD student’s principal supervisor sits on the assessment committee but has no voting rights (this does not apply to submissions subject to section 15 subsection (2)).*  ***If it is not immediately apparent from the title of the proposed members of the assessment committee that they are associate professors or more, documentation of their qualifications must be attached (a CV).***  *External assessors will be paid a fee corresponding to 16 hours of work (*[*http://www.au.dk/da/adm/lonadm/lonsats.htm*](http://www.au.dk/da/adm/lonadm/lonsats.htm)*)* | | |
| Chair | Name: |  |
| Place of employment: | Subject:  Department:  University: |
| Citizenship:  *This should only be completed if the chair is not from AU* | Is the person concerned a citizen of a country outside the EEA, and does he/she currently hold a work and residence permit in Denmark? |
| Academic status: |  |
| Email: |  |
| Member 1 | Name: |  |
| Place of employment: | Subject:  Department:  University: |
| Citizenship: | Is the person concerned a citizen of a country outside the EEA, and does he/she currently hold a work and residence permit in Denmark? |
| Academic status: |  |
| Email: |  |
| Member 2 | Name: |  |
| Place of employment: | Subject:  Department:  University: |
| Citizenship: | Is the person concerned a citizen of a country outside the EEA, and does he/she currently hold a work and residence permit in Denmark? |
| Academic status: |  |
| Email: |  |
| Comments | If both sexes are not represented on the assessment committee, please state the reason for this:  If no members from abroad have been proposed for the assessment committee, please state the reason for this: | |
|  |  | |
| Timetable for  the work of the committee  *To be completed by the PhD Programme Director in consultation with the principal supervisor* | *The preliminary assessment must be presented within* ***two months*** *of the submission of the dissertation, and the defence proceedings must take place no more than* ***three months*** *after the dissertation has been submitted to the Graduate School.* ***If it proves impossible to comply with these deadlines, the delay is subject to the approval of the author.***    *The timetable must allow* ***one week for the Graduate School’s legality check*** *of the preliminary assessment.* ***The author must have received the preliminary assessment three weeks before the defence proceedings.*** *A tentative date is set for the defence proceedings. The final date of the defence proceedings is not agreed with the author until it is clear that the dissertation has been accepted for defence.   NB: The defence proceedings must not be announced until the preliminary assessment has been approved by the legality check.*  [ ] The proposed members of the committee have agreed to be present at the university (Aarhus/Copenhagen) for the defence proceedings.  [ ] The assessment committee is unable to meet the deadline for producing the assessment.  Reason why it is impossible to comply with the two-month or three-month rule: | |
|  |  | |
| Signature of the  PhD Programme Director | date PhD Programme Director | |

**To be completed by the PhD administration**

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| Head of the Graduate School | [ ] Approved by the Head of the Graduate School on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| PhD Committee | [ ] Sent for approval by the PhD Committee. Deadline for response: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] Approved by the PhD Committee |