

Guidelines for electronic application

Application for

- Submission of a PhD dissertation without prior enrolment as a PhD student (section 15, article 2)
 - o The regulations for the PhD degree programme and the PhD degree are contained in the Ministerial Order on the PhD Programme at the Universities (PhD order) of 27.08.2013.

Hints:

- We recommend that you **print out this guideline** and place it in front of you when completing your application.
- Make sure that all your **appendices are ready and saved as PDF format** before you start filling out the application form. The application form cannot be saved and will timeout if left for longer periods of time.

Note:

- The fields marked with a **star * are mandatory** and you cannot send your application if they are blank ([list of mandatory appendices](#)). The fields marked with (*) are only mandatory if you start filling out the first field in the section.
- Appendices must be uploaded in **PDF format (max 20 Mb)**. **Do not lock the PDF files**.
- Appendices must be uploaded under the **correct category**. Assemble the documents and upload them as **one PDF file** if necessary.
- The application form **cannot be saved**.

Rules for submission of a dissertation without enrolment on a PhD programme

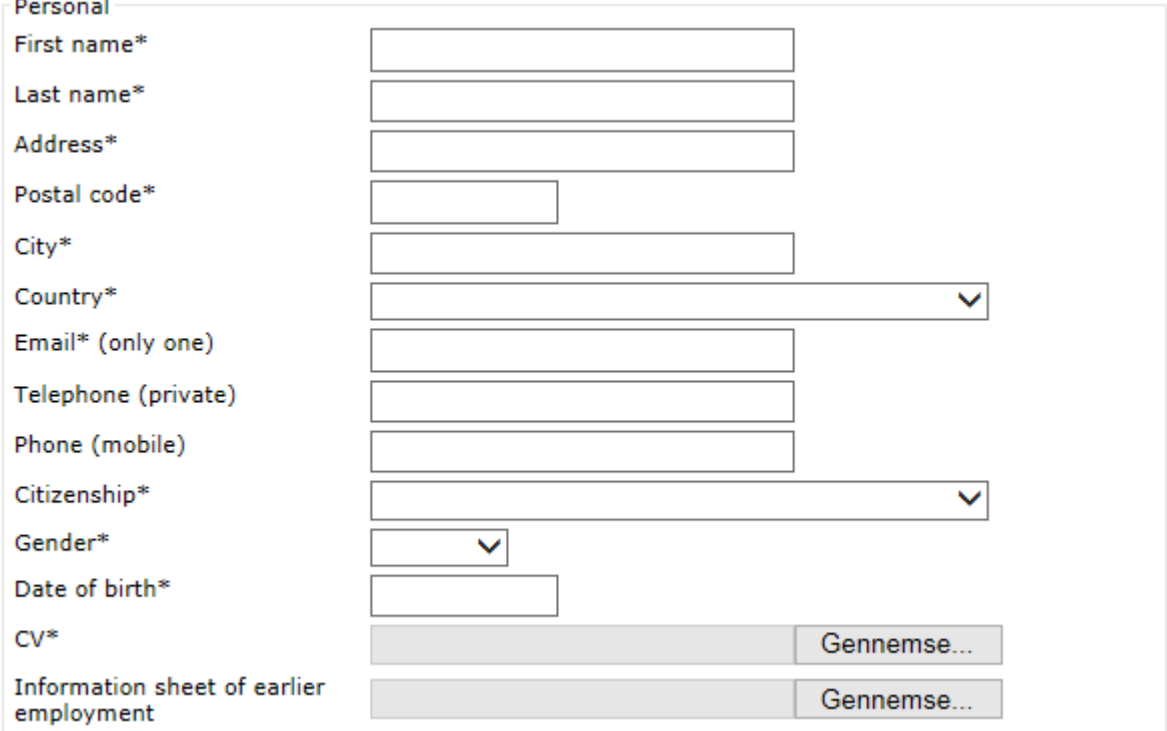
See section 5.8 in the [Rules for the PhD Programme at the Graduate School, Arts](#).

Important information prior to submission

<https://phd.arts.au.dk/phd-students/phdstudies/phddissertation>

Forms and templates

<https://phd.arts.au.dk/rules-and-forms/formsandtemplates>

Screenshots from the application facility	Guidelines on how to fill out the application
<p>Application Form(Ad hoc applications)</p> <p>All necessary information and forms can be found in the guidelines.</p> <p>We recommend that you print out these guidelines so you can have it in front of you when completing your application. We also recommend that you have all the attachments ready for uploading before filling out the application.</p> <p>Please note, that all attachments must be pdf (no zips) and cannot exceed size 20 MB.</p>	<p>Please contact the relevant PhD programme administrator for the direct link for the application facility: https://phd.arts.au.dk/about-us/contact</p>
	<p><u>Personal</u></p> <p>Please fill out the form with your personal information.</p> <p><i><u>Be sure to check that both your email and postal address are correct as all future communication regarding your application will be sent to these addresses.</u></i></p> <p>CV Curriculum Vitae incl. a summary of academic publications, if any.</p> <p><u>Academic publications</u> Author(s), title, place/type of publication (incl. year), number of pages, link to web.</p> <p><i>You may only attach a summary of academic production. If you attach an <u>academic production it will be deleted from the application.</u></i></p> <p>Information sheet for earlier employment Not relevant.</p>

Academic background

Name of Education*	<input type="text"/>
Institution*	<input type="text"/>
Country*	<input type="text" value="▼"/>
Level*	<input type="text" value="▼"/>
Status*	<input type="text" value="▼"/>
Date of completion*	<input type="text"/>
Grade point average*	<input type="text"/>
Schedule of outstanding examinations	<input type="text" value="Gennemse..."/>
Diploma and transcripts of records*	<input type="text" value="Gennemse..."/>
Language skills*	<input type="text"/>
Proof of language skills*	<input type="text" value="Gennemse..."/>
Additional information	<input type="text"/>
If previous PhD enrolment: enter institution and country	<input type="text"/>

Academic background

Name of Education

Write the name of your education (for example *Master in Art History*).

Institution

Write the English name of the university.

Level

Please choose [Master \(2 years\)](#).

Status

Please choose [Awarded](#)

Date of completion

The date when you obtained your Master's degree.

Grade point average

Please enter your grade average calculated and based on the grading scale of your transcript.

Schedule of outstanding examinations

Not relevant.

Diploma and transcripts of records

- [Master's degree diploma](#)
Please upload your Master's degree diploma (*degree statement, list of results, qualification profile and diploma supplement containing a description of the degree programme*). If the attached diploma is not in one of the main languages (Danish, English, French, German, Norwegian or Swedish), you must attach an authorised English translation of the diploma.

Language skills

You must be able to substantiate English proficiency:

<https://phd.arts.au.dk/applicants/english-test>

	<p>Proof of language skills Attach supporting documentation of your English proficiency.</p> <p>Additional information Not relevant.</p> <p>If previous PhD enrolment Information regarding previous enrolment as a PhD student, if applicable.</p> <p>The estimated duration of the PhD degree programme in Denmark is 3 years of full-time study. If you have been enrolled as a PhD student previously please write the name and country of the university.</p> <p>Documentation must be uploaded under the field "Other information to consider".</p>
<div data-bbox="91 746 1256 1129"> <p>Admission</p> <p>Applying for* <input type="text"/></p> <p>Starting date* <input type="text"/></p> <p>Credit transfer on top of admission level(months)* <input type="text" value="0"/></p> <p>- reason for transfer <input type="text"/></p> <p>If part time: hours/week and reason <input type="text"/></p> <p>If industrial PhD: enter company <input type="text"/></p> </div>	<p><u>Admission</u></p> <p>Applying for This application form was not designed for submission of PhD dissertation. Please choose 5+3 enrolment only although you are not applying for enrolment.</p> <p>Starting date Please enter todays date.</p> <p>Credit transfer on top of admission level (Months) Please enter 36 in the field (equivalent to 3 years of enrolment).</p> <p>If part time (hours per week and reason) Not relevant.</p> <p>If industrial PhD (enter company) Not relevant.</p>

Financing

Total budget in DKK for
particular expenses

0

Budget details(*)

Gennemse...

Indicate sources and amounts
of possible financial support,
if any

Proof of financial support(*)

Gennemse...

Financing

If you have not been enrolled at Aarhus University, but wish to have your PhD dissertation assessed the costs are DKK 45,000 in total.

- Assessment committee and assessing the dissertation = DKK 30,000.
- PhD defence = DKK 15,000.

Total budget in DKK for particular expenses

Please enter DKK 45,000.

Budget details

Please attach documentation for the DKK 45,000.

Indicate sources and amounts of possible financial support, if any

Not relevant.

Proof of financial support

Not relevant.

Study

Project

- title*

- short description*

Project description*

0 characters used (max: 1000 characters).

Gennemse...

Suggested main supervisor

- name (AU employee)

Suggested co-supervisor

- name

- position(*)

- institution(*)

- email(*)

Study

Title

Please enter the title of your PhD dissertation.

Short description

Max. 1,000 characters.

Project description

Please upload your PhD dissertation (in Danish or English) as well as a summary of the dissertation in both Danish and English.

If you cannot submit your application because the file is too large for the system, then upload your application without the dissertation (only the summaries) and contact the PhD programme administrator as soon as possible.

Supervisor

Only relevant if you have a previous PhD enrolment.

You supervisors may not be appointed as members of the assessment committee.

<p>Referees</p> <p>1. name</p> <p>- position(*)</p> <p>- institution(*)</p> <p>- email(*)</p> <p>- recommendation</p> <p>2. name</p> <p>- position(*)</p> <p>- institution(*)</p> <p>- email(*)</p> <p>- recommendation</p>	<p><u>Referees</u></p> <p>Not relevant.</p>
<p>Application material (pdf only, max 20 MB, no zip)</p> <p>Motivation*</p> <p>Other information to consider</p>	<p><u>Application material (pdf only, max 20 MB, no zip)</u></p> <p>Motivation Personal statement of reasons for the application (max. 20–35 lines).</p> <p>Other information to consider</p> <ul style="list-style-type: none"> Declaration of one's honour Please upload the form Submission of PhD dissertation without prior enrolment as a PhD student. Documentation for qualifications obtained that can be compared with a completed PhD degree programme Please upload the form Outline of qualifications with an account of your research results/qualifications which are equivalent to the completion of a PhD degree programme (courses, teaching, other communication of research as well as stays in other research environments). Co-authorship declaration In the case of co-writing, please enclose the form Co-authorship declaration as a declaration on co-writing or as a declaration on projects that have been made in cooperation

with other partners.

- [Loan of PhD dissertation](#)

If you wish to make your PhD dissertation available for lending, please enclose the form *Loan of PhD dissertation* as a permission for loan of the dissertation.

The above mentioned documentations must be uploaded as one coherent PDF file because you cannot upload more than one document in the same field.

All forms can be found on this page:

<https://phd.arts.au.dk/rules-and-forms/formsandtemplates>

<p>How did this call come to your attention?</p> <p>Source* <input type="text"/></p>	<p><u>How did this call come to your attention?</u></p> <p>Where did you hear about submission of PhD dissertation without prior enrolment as a PhD student? Please enter the source.</p>
<p><input type="button" value="Send"/></p>	<p><u>Send</u></p> <p>Check your application and the appendices before you press 'Send'. You can see a list of the appendices below.</p> <p>Once you have pressed 'send' you cannot edit your application.</p> <p>You will immediately get a text on the screen that your application has been sent. The receipt by email may take a few hours. <i>If you do not receive a receipt on your screen, your application <u>has not been submitted</u>.</i></p> <p>Appendices</p> <ul style="list-style-type: none"> • CV • Diploma and transcripts of records <ul style="list-style-type: none"> - <i>Master's degree diploma</i> • Proof of language skills • Budget details <ul style="list-style-type: none"> - <i>Documentation for the DKK 45,000</i> • Project description <ul style="list-style-type: none"> - PhD dissertation - <i>Danish and English summary</i> • Motivation • Other information to consider <ul style="list-style-type: none"> - <i>Submission of PhD dissertation without prior enrolment (form)</i> - <i>Outline of qualifications (form)</i> - <i>Co-authorship declaration (form)</i> - <i>Permission for the dissertation to be available for lending (form)</i>