

# Quick Guide to the Industrial PhD programme

## – to supervisors

---

### General information

This Quick Guide is about the Industrial PhD programme under Innovation Fund Denmark<sup>1</sup>.

The programme means that the Industrial PhD student:

- Is employed in a private or public sector company at the same time as being enrolled at a graduate school at a university (in this case the Graduate School of Science and Technology/GSST at Aarhus University).
- Is focused on completing an industrially oriented research and education project.
- As a rule at GSST, splits his or her time equally between the company and the university.
- Has a main supervisor at the university, who is formally responsible for the PhD study, in addition to having a company supervisor and a company co-supervisor assigned and possibly additional co-supervisors.

For general information about the guidelines for the Industrial PhD programme, including admission requirements, application procedure and criteria as well as financial support for both the company and the university, see Innovation Fund Denmark's website (in [Danish](#) or in [English](#)).

You can also contact [the PhD partner responsible for the Industrial PhD programme](#) at GSST.

### Application procedure

To be considered for enrolment in an Industrial PhD programme, an application must be submitted to both Innovation Fund Denmark and GSST. The company formally applies to Innovation Fund Denmark, and the potential Industrial PhD student (the candidate) formally applies to GSST. GSST recommends that the company, the candidate and the potential main supervisor at the university are all involved prior to submitting an application to ensure that all parties agree on the framework and content of the application – and thereby also the Industrial PhD programme.

GSST has four application deadlines per year. Application deadlines, language requirements, other requirements and the online application facility can be found [here](#).

For Innovation Fund Denmark's deadlines, see their website (in [Danish](#) or in [English](#)).

Note that the candidate must be approved by GSST before the Head of Department signs the signature sheet for the company's application to Innovation Fund Denmark, and before the company submits the application. The candidate must apply via [GSST's online application facility](#) through the relevant PhD programme and enter the name of the company in the GSST application. Furthermore, under the heading 'Indicate possible financial support, if any' the candidate should state the following: 'Applying for approval on the condition that Innovation Fund Denmark approves the Industrial PhD project'. Thus, if accepted by

---

<sup>1</sup> In Danish: Innovationsfonden.

GSST the offer of admission will only be granted on the condition that the PhD project is later approved and the funding secured by Innovation Fund Denmark. If necessary in special cases, GSST may process the candidate's application outside ordinary calls. Contact GSST to discuss options. If granted this option, the candidate must also apply via [GSST's online application facility](#) and contact GSST immediately afterwards by sending an e-mail to [gradschool.scitech@au.dk](mailto:gradschool.scitech@au.dk) in order for GSST to set matters in motion.

A company and a university can apply to Innovation Fund Denmark without a candidate. If the application is approved, a qualified candidate must then be found within six months.

In case the industrial PhD application receives a conditional approval from Innovation Fund Denmark, conditions have to be met within six months of the decision before the project can commence.

### **Prior to commencement of the Industrial PhD project**

Provided that Innovation Fund Denmark and GSST approve the project and the Industrial PhD student, both the company and the university must sign yet another signature sheet before the Industrial PhD project can be commenced. This must take place within one month of receipt of Innovation Fund Denmark's letter of commitment.

When the main supervisor and the Industrial PhD student have been notified that the student has been admitted to GSST, the following takes place:

- The main supervisor signs and dates the signature sheet and e-mails it with a scan of the letter of commitment to [the PhD partner responsible for the Industrial PhD programme](#) at GSST
- The PhD partner responsible for the Industrial PhD programme sees to the signature of the Head of Department
- The PhD partner responsible for the Industrial PhD programme uploads the signed signature sheet and enrolment letter in E-grant.

The first part of the subsidy (85 %) will be paid when the project starts, however not until the signed Letter of Commitment (Tilsagnsskrivelse) for both company and university as well as enrolment letter have been uploaded to e-grant. The last part of the subsidy (15 %) will be paid after the successful PhD defence when the PhD partner responsible for the Industrial PhD programme has uploaded the PhD diploma to E-grant.

The Industrial PhD project must be initiated no later than six months after Innovation Fund Denmark's approval. The project officially starts from the date of the Industrial PhD student's enrolment at the university as a PhD student.

### **Distribution of the subsidy from Innovation Fund Denmark to the university**

Innovation Fund Denmark provides subsidies to both the company (including a wage subsidy) and the university. Innovation Fund Denmark provides the university with a subsidy of DKK 360,000 altogether (January 2017 level) for projects of a technical, natural science, agricultural, veterinary or medical science nature.

The following applies to projects applied for in 2017 and onwards:

Of the DKK 360,000, DKK 110,000 goes to the department as overhead. The remaining DKK 250,000 may according to Innovation Fund Denmark's Guidelines be used for the following:

- The university's supervision of the Industrial PhD student.
- The Industrial PhD student's work facilities at the university - this includes acquisition and/or use of equipment necessary for carrying out the university part of the project.
- The Industrial PhD student's participation in relevant PhD courses (at the host university or other universities).
- Assessment of the PhD thesis.
- Dissemination of results, including printing the PhD thesis.

Of the DKK 250,000, a contribution of DKK 30,000 must be paid each year to the department. GSST then collects contribution per year from the department. The contribution covers e.g. expenses in connection with the qualifying exam, assessment of the PhD thesis and relevant transferable skills courses at AU.

The project finance administrator who normally manages the main supervisor's grants is also responsible for the industrial PhD grant and attends to all relevant financial matters concerning the grant and the project.

For more info, also on the company subsidies, see Innovation Fund Denmark's [Guidelines](#) p. 5.

## PhD studies

Industrial PhD students are subject to the same regulations and guidelines as other PhD students enrolled at GSST. This means that for instance the candidate must fill out his or her PhD plan and half-yearly assessments online in the PhD Planner system, take courses amounting to approximately 30 ECTS credits during the PhD studies, meet the dissemination requirements and sit the qualifying exam.

In addition, Innovation Fund Denmark may have set certain requirements that the candidate must comply with. For instance, for Industrial PhD students approved in Innovation Fund Denmark's September 2017 application round or later this includes taking a mandatory course in connection with the Industrial PhD programme. This provides 5 ECTS of the approximately 30 ECTS credits required as part of the PhD study.

## Supervisors

The Industrial PhD student's main supervisor must be a recognised researcher within the relevant field, as well as being tenured at Aarhus University and affiliated with GSST. He or she has the formal responsibility for the Industrial PhD student's project and PhD studies. In accordance with Innovation Fund Denmark's rules, a company supervisor and a company co-supervisor must also be appointed. If it is considered necessary, one or more other co-supervisors can also be appointed.

## Work/dissemination obligations

Work obligations are generally included in the collective agreement for PhD students employed at the university. As the Industrial PhD students are employed in a company, this does not apply to them. However, they must still comply with the dissemination requirements described in the Ministerial Order. This can take place by teaching or carrying out other forms of academic work involving dissemination.

## Research environment change

In principle, all PhD students should participate in active research environments, including stays at other, mainly foreign, research institutions, private research enterprises etc. This also applies to industrial PhD students. Note that the company, where the industrial PhD student is employed, does not count as a research environment change in this regard.

### **Maternity/paternity or parental leave, long-term sick leave or other leave**

During periods of maternity/paternity or parental leave, long-term sick leave or other leave, the company must request leave for the Industrial PhD student from Innovation Fund Denmark. Some types of leave are regulated by legislation but, in spite of this, Innovation Fund Denmark must approve the request prior to commencement of the leave. More details about the procedure are available on Innovation Fund Denmark's website. The request must be signed by the company, the university and the student. In this context, the main supervisor represents the university.

Note that GSST only grants a study time extension due to illness if the student has been ill for a minimum of thirty full-time and consecutive days altogether.

At the same time as making a request to Innovation Fund Denmark, the PhD student must inform [the relevant PhD partner](#) about the period of leave. When Innovation Fund Denmark has approved the request, it notifies both the company and the university supervisor.

The following then takes place:

- The main supervisor sends a scan of Innovation Fund Denmark's approval as documentation for the leave to the relevant PhD partner.
- The PhD partner prepares an official letter with a new period of enrolment/completion date for the industrial PhD programme and a new date for the qualifying exam, if applicable.
- The PhD partner sends the official letter to the Industrial PhD student with a copy to the department and the main supervisor.

Note also that a period of leave other than maternity/paternity, parental or sick leave must be approved by the main supervisor, head of programme and head of PhD school before the PhD partner can prepare the official letter and change the dates for the study period.

### **Project follow-up**

For industrial PhD projects applied for in 2017 and onwards, the Industrial PhD student must fill in a questionnaire provided by Innovation Fund Denmark regarding status and cooperation between the project parties. Innovation Fund Denmark may ask for further information or request meetings if they wish to learn more. For further requirements, including company requirements by the end of the project, see Innovation Fund Denmark's website.

### **Intellectual property rights (IPR)**

Issues/questions on IPR should be discussed and resolved before commencement of the project.

### **Duty to inform of any material changes to the Industrial PhD study**

As recipients of a subsidy both the company and the university have a duty to disclose all material facts to Innovation Fund Denmark. Thus, the Fund must be informed as soon as possible in case of changes in the basis for payment of subsidy. These changes include:

- Change of supervisor(s)
- Leave
- Major disruptions or delays
- Significant academic changes

The company is responsible for informing Innovation Fund Denmark of cases concerning all types of leave. The university is responsible for informing Innovation Fund Denmark of cases concerning academic and study-related issues, including change of university supervisor(s). In case of company supervisor change, GSST must also approve the change. If there are any changes in cases where the university has a duty to disclose material facts, contact [The PhD partner responsible for the Industrial PhD programme](#) at GSST.

Note that, in principle, the project can only continue when and if Innovation Fund Denmark has approved the changes. If the duty to disclose all material facts is not upheld, Innovation Fund Denmark can decide to stop payment of the subsidy and demand the repayment of any paid subsidies.

### **If the Industrial PhD study is discontinued**

If an Industrial PhD study is discontinued, the participants must jointly provide a written account for the course of the PhD study and the reasons for its discontinuation. The account must be signed by the company, the university and the Industrial PhD student, and must be delivered to the Fund within three months after the date of discontinuation. GSST must also be notified. See below for information on the remaining subsidy.

### **PhD thesis and defence**

On a par with other PhD students enrolled at the university, Industrial PhD students complete their studies by submitting a PhD thesis to be defended before an assessment committee. When appointing the assessment committee, at least one of the assessment committee members must have industrial research experience in the relevant field.

Any questions about confidentiality must be resolved before the PhD thesis is submitted. Please contact GSST, if necessary.

### **After the defence**

[The PhD partner responsible for the Industrial PhD programme](#) at GSST sends a scan of the Industrial PhD student's PhD diploma to Innovation Fund Denmark after the defence, or, if access to E-grant is provided, uploads it in E-grant. This enables the second and last subsidy of 15% of the amount to be paid to the university.

Note that in cases where the Industrial PhD student does not obtain a PhD degree, the remaining 15% of the subsidy will not be paid to the university.