

## Service Catalogue, Best Practice and Process Plan: Enrollment procedure PhD students not employed as PhD stipends (Private students)

Illustration of the process:



The procedure below is valid for MMMI, IME, MCI and IGT. For specific procedure valid for ITI please [click here](#) to go to the bottom of the page

Action	Activity	Responsible	Deadline	Comments
Approval for initiating the process	<p>The principal supervisor:</p> <ul style="list-style-type: none"> <li>Contacts the department PhD contact person regarding the intent to initiate the process</li> <li>Must have written approval from the HoU and the HoD (can be email) before initiating the process regarding request for enrollment of a private student</li> </ul>	Principal supervisor	Ongoing	<p><a href="#">Link to SDUnet for department PhD contact person overview</a></p> <p>Private students can also be department employees for upgrading.</p> <p>The department decides on an internal procedure for the evaluation and HoU and HoD approval of initiation of request for enrollment of private students.</p>

	<p>HOU and HOD:</p> <ul style="list-style-type: none"> <li>• Must give the written approval from the HoU and the HoD (can be email) before initiating the process regarding request for enrollment of a private student</li> </ul>	HoU and HoD	Ongoing	
Request for enrollment	<p>Upon the approval of the HoU and HoD -</p> <p>The principal supervisor:</p> <ul style="list-style-type: none"> <li>• Obtains any missing documents or information directly from the applicant</li> <li>• Fills the form for reporting to Statistics Denmark</li> <li>• Puts together the collective request</li> <li>• Gathers the required signatures of approval on the collective request</li> <li>• Submits to TEK PhD school <b>in one combined pdf file</b> the signed request for enrollment incl. all appendices: <ul style="list-style-type: none"> <li>○ Written approval from the head of department that the process can be initiated</li> <li>○ Project description</li> <li>○ CV and letter of motivation from the candidate</li> <li>○ Verified copies of examination transcripts and certificates from bachelor's and master's programs (NB - no verification is required for candidates from SDU)</li> <li>○ Calculation form with weighted grade point average for bachelor's and master's education</li> <li>○ Official description of the grading system from the relevant universities and preferably of the structure of the education - in the case of an admission-granting education which is not from Denmark</li> <li>○ If the master's thesis / final project has been assessed without a grade, an official and verified document from the degree-issuing university must be attached with an opinion on the project. It must be clear from the document that the candidate has been in the top 30% of graduates in his / her education in the year group.</li> <li>○ Form with information for reporting to Statistics Denmark</li> <li>○ Information on whether the enrollment is contingent upon finalization of any collaboration agreement or scholarship award (e.g., CSC).</li> <li>○ Grant letter, if any</li> </ul> </li> </ul>	Principal supervisor	Ongoing	<p><a href="#">PhD school SDU net instructions and forms regarding request for enrollment of private students</a></p> <p><a href="#">Faculty criteria for admission to the PhD programme at TEK</a></p> <p>Enrollment at TEK happens at the 1. or 15. of a month. Retroactive enrollment is not possible.</p> <p>The pdf must be sent to <a href="mailto:heln@tek.sdu.dk">heln@tek.sdu.dk</a></p> <p><b>The request for enrollment must be sent in one collective pdf to the PhD school so that all involved parties that sign the document have seen and evaluated the contents and to ensure that no documents go missing in the process. The PhD school is not part of preparing the document because the school cannot present a case that they need to process and approve or reject.</b></p> <p>The full document and information required for the enrollment must be received by the PhD school well in advance of the desired start-up date, as the processing of admission cases can take from 1,5 to 3 months from TEK PhD school receives notification of the desired enrollment. The processing time and the enrollment date depends on whether TEK PhD school receives the required information and documents and whether there is any need for a visa / residence and work permit.</p>
Approval of enrollment	<p>TEK PhD school:</p> <ul style="list-style-type: none"> <li>• Sends the collective request for enrollment to the head of the PhD school and one member of the PhD committee for approval.</li> </ul>	<p>TEK PhD school</p> <p>Head of the PhD school</p> <p>A member of the PhD committee</p>	1 week	TEK PhD school communicates with the principal supervisor in case of incomplete requests.

Enrollment	<p>TEK PhD school:</p> <ul style="list-style-type: none"> <li>Issues enrollment letter to the candidate</li> <li>In case of foreign students, contacts ISO to enquire about a realistic start-up date - and informs the principal supervisor and PhD contact person</li> <li>Informs the department PhD contact person and other relevant parties- <i>Uddannelsesjura &amp; Registratur</i>, budget and accounting, ISO, Principal supervisor, HoD and HoU, etc. of the enrollment by putting them cc on the mail with the enrollment letter to the student</li> <li>Registers student with PhD student profile in Acadre and PhD Manager</li> </ul>	TEK PhD school	Ongoing	
	<p>Uddannelsesjura &amp; Registratur:</p> <ul style="list-style-type: none"> <li>Registers student with a PhD student profile in STADS</li> </ul>	Uddannelsesjura & Registratur	Ongoing	
	<p>ISO:</p> <ul style="list-style-type: none"> <li>Handles the process regarding visa, study permits and communicates with the student in this regard</li> <li>Contacts the PhD school if start-up dates are shifted</li> </ul>	ISO	Ongoing	
Rejection	<p>TEK PhD school:</p> <ul style="list-style-type: none"> <li>Sends the principal supervisor the decision, cc. the department contact person</li> <li>Clarifies with the principal supervisor if any new information can be given to strengthen the application c.f. comments from the head of TEK PhD school and member of the PhD committee</li> <li>Repeats the approval process if new information has been given</li> </ul>	TEK PhD school	Ongoing	
	<p>The principal supervisor:</p> <ul style="list-style-type: none"> <li>Obtains new information or documents directly from the candidate if the request for enrollment is to be processed again, or-</li> <li>Notifies the candidate that they cannot be accepted as private student at the faculty</li> </ul>	Principal supervisor	Ongoing	
Onboarding	<p>Department:</p> <ul style="list-style-type: none"> <li>Handles pre-arrival matters, welcoming the student, registration in systems as with employees, admission card, equipment, phone, office space etc. Handles any matters concerning visa and residence / work permit with ISO and student during the study</li> </ul>	Department	Ongoing	

Procedure valid for ITI:

Action	Activity	Responsible	Deadline	Comments
Approval for initiating the process	<p>The principal supervisor:</p> <ul style="list-style-type: none"> <li>Contacts the department PhD contact person regarding the intent to initiate the process</li> <li>Must have written approval from the HoU and the HoD (can be email) before initiating the process regarding request for enrollment of a private student</li> </ul>	Principal supervisor	Ongoing	<p><a href="#">Link to SDUnet for department PhD contact person overview</a></p> <p>Private students can also be department employees for upgrading.</p> <p>The HOD has established a procedure where the department PhD contact person manages the HoDs approval of the initiation of a request for enrollment. The procedure ensures that HoD receives the information he needs to decide on whether a request for enrollment can be initiated.</p>
	<p>HOU and HOD:</p> <ul style="list-style-type: none"> <li>Must give the written approval (can be email) before initiating the process regarding request for enrollment of a private student</li> </ul>	HoU and HoD	Ongoing	

<p>Request for enrollment</p>	<p>Upon the approval of the HoU and HoD -</p> <p>The principal supervisor:</p> <ul style="list-style-type: none"> <li>• Contacts the department PhD contact person and request that they start the process of making the request for enrollment</li> <li>• Obtains any missing documents or information directly from the applicant</li> <li>• Fills the form for reporting to Statistics Denmark</li> </ul> <p>Supplies the department PhD contact person with all the required documents for the process: Written approval from the head of department that the process can be initiated</p> <ul style="list-style-type: none"> <li>○ Project description</li> <li>○ CV and letter of motivation from the candidate</li> <li>○ Verified copies of examination transcripts and certificates from bachelor's and master's programs (NB - no verification is required for candidates from SDU)</li> <li>○ Calculation form with weighted grade point average for bachelor's and master's education</li> <li>○ Official description of the grading system from the relevant universities and preferably of the structure of the education - in the case of an admission-granting education which is not from Denmark</li> <li>○ If the master's thesis / final project has been assessed without a grade, an official and verified document from the degree-issuing university must be attached with an opinion on the project. It must be clear from the document that the candidate has been in the top 30% of graduates in his / her education in the year group.</li> <li>○ Form with information for reporting to Statistics Denmark</li> <li>○ Information on whether the enrollment is contingent upon finalization of any collaboration agreement or scholarship award (e.g. CSC).</li> </ul>	<p>Principal supervisor</p>	<p>Ongoing</p>	<p><a href="#">PhD school SDUnet instructions and forms</a></p> <p><a href="#">Faculty criteria for admission to the PhD programme at TEK</a></p> <p>Enrollment at TEK happens at the 1. or 15. of a month. Retroactive enrollment is not possible.</p> <p>The pdf must be sent to <a href="mailto:heln@tek.sdu.dk">heln@tek.sdu.dk</a></p> <p><b>The request for enrollment must be sent in one collective pdf to the PhD school so that all involved parties that sign the document have seen and evaluated the contents and to ensure that no documents go missing in the process. The PhD school is not part of preparing the document because the school cannot present a case that they need to process and approve or reject.</b></p> <p>The full documents and information required for the enrollment must be received by the PhD school well in advance of the desired start-up date, as the processing of admission cases can take from 1,5 to 3 months from TEK PhD school receives notification of the desired enrollment. The processing time and the enrollment date depends on whether TEK PhD school receives the required information and documents and whether there is any need for a visa / residence and work permit.</p>
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	<p>The department PhD contact person:</p> <ul style="list-style-type: none"> <li>• Fills in the form for request for enrollment</li> <li>• Puts together the collective request</li> <li>• Gathers the required signatures of approval on the collective request</li> <li>• Submits to TEK PhD school <b>in one combined pdf file</b> the signed request form for enrollment incl. all appendices: <ul style="list-style-type: none"> <li>○ Written approval from the head of department that the process can be initiated</li> <li>○ Project description</li> <li>○ CV and letter of motivation from the candidate</li> <li>○ Verified copies of examination transcripts and certificates from bachelor's and master's programs (NB - no verification is required for candidates from SDU)</li> <li>○ Calculation form with weighted grade point average for bachelor's and master's education</li> <li>○ Official description of the grading system from the relevant universities and preferably of the structure of the education - in the case of an admission-granting education which is not from Denmark</li> <li>○ If the master's thesis / final project has been assessed without a grade, an official and verified document from the degree-issuing university must be attached with an opinion on the project. It must be clear from the document that the candidate has been in the top 30% of graduates in his / her education in the year group.</li> <li>○ Form with information for reporting to Statistics Denmark</li> <li>○ Information on whether the enrollment is contingent upon finalization of any collaboration agreement or scholarship award (e.g. CSC).</li> <li>○ Grant letter, if any</li> </ul> </li> </ul>	<p>The department PhD contact person</p>	<p>Ongoing</p>	
<p>Approval of enrollment</p>	<p>TEK PhD school:</p> <ul style="list-style-type: none"> <li>• Sends the collective request for enrollment to the head of the PhD school and one member of the PhD committee for approval.</li> </ul>	<p>TEK PhD school Head of the PhD school A member of the PhD committee</p>	<p>1 week</p>	<p>TEK PhD school communicates with the department PhD contact person in case of incomplete requests.</p>

Enrollment	TEK PhD school:	TEK PhD school	Ongoing	
	<ul style="list-style-type: none"> <li>Issues enrollment letter to the candidate</li> <li>In case of foreign students, contacts ISO to enquire about a realistic start-up date - and informs the principal supervisor and PhD contact person</li> <li>Informs the department PhD contact person and other relevant parties- <i>Uddannelsesjura &amp; Registratur</i>, budget and accounting, ISO, Principal supervisor, HoD and HoU, etc. of the enrollment by putting them cc on the mail with the enrollment letter to the student</li> <li>Registers student with PhD student profile in Acadre and PhD Manager</li> </ul>			
	Uddannelsesjura & Registratur:	Uddannelsesjura & Registratur	Ongoing	
Rejection	ISO:	ISO	Ongoing	
	<ul style="list-style-type: none"> <li>Handles the process regarding visa, study permits and communicates with the student in this regard</li> <li>Contacts the PhD school if start-up dates are shifted</li> </ul>			
	TEK PhD school:	TEK PhD school	Ongoing	
Onboarding	<ul style="list-style-type: none"> <li>Sends the principal supervisor the decision, cc. the department contact person</li> <li>Clarifies with the principal supervisor if any new information can be given to strengthen the application c.f. comments from the head of TEK PhD school and member of the PhD committee</li> <li>Repeats the approval process if new information has been given</li> </ul>			
	The principal supervisor:	Principal supervisor	Ongoing	
	Department:	Department	Ongoing	
	<ul style="list-style-type: none"> <li>Handles pre-arrival matters, welcoming the student, registration in systems as with employees, admission card, equipment, phone, office space etc. Handles any matters concerning visa and residence / work permit with ISO and student during the study</li> </ul>			