

Procedure on how to compose assessment committees for PhD theses

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This document outlines the internal procedure on how to compose assessment committees for PhD theses at the Department of Political Science and Public Management in order to comply with the statutory deadlines for assessment and defense of PhD theses.

Finding members of the assessment committee

To ensure that an assessment committee is appointed before the PhD thesis has been submitted, it is the responsibility of the main supervisor to find potential members of the assessment committee and obtain their consent to be part of the committee and take part in the defense if the thesis is approved.

When contacting the potential members of the assessment committee, the main supervisor should send them the 'guidelines concerning assessment and defence', which can be downloaded from https://www.sdu.dk/en/forskning/phd/phd_skoler/phduddannelsen_under_samfundsvidenskab/erdustuderende/uddafslutningstuderende/bedoemmelseudvalg/bedoemmelse and point out that they (1) are expected to provide substantial comments on the thesis (minimum 2 pages within the timeline set for the evaluation) and (2) as a rule, are expected to be at SDU for the defence.

When the main supervisor has gathered a proposal to a full assessment committee, the contact information (name, position, workplace, and e-mail) of each proposed member should via e-mail be sent for approval by the Head of Department no later than one month prior to the expected submission of the PhD thesis. For external members of the committee (a link to) the CV should be included. The Head of the Department approves the proposal and forwards it to the PhD committee through the PhD school's secretariat at phdsek@sam.sdu.dk. The PhD school will then process the proposal and send it to be approved by the Dean prior to the submission. In this way, the assessment committee will be ready to begin its work as soon as the thesis is submitted.

The assessment committee will have 2 months to assess the thesis after the thesis has been handed in. The defense should take place within 3 months after hand-in of the thesis.

Requirements for the composition of the assessment committee

When it is decided who to propose for the assessment committee, the main supervisor must comply with the rules and regulations in [the ministerial order about the PhD education](#) as well as [the guidelines from the PhD school at SAME](#), which means that:

- The assessment committee should consist of three members, where each member is either a professor, a full-time employed associate professor or have similar qualifications.
- Two members must be external and one of them should come from another country unless there are professional arguments against this.
- There is one employee from SDU in the assessment committee who sits as the chair. The chairperson is expected to take initiative in preparing a time frame for the assessment work, and to agree on a provisional date for the PhD defence immediately upon the appointment of the assessment committee by the Dean
- Co-supervisors cannot be members of the assessment committee.
- The main supervisor oversees the work of the assessment committee but does not have voting power.

- Co-authors to articles from the PhD thesis are not allowed as members of the assessment committee.
- Only for industrial PhD's: At least one of the members of the assessment committee should have company-relevant research experience within the subject of the PhD project if possible.
- For PhD students affiliated to university colleges, academies of professional higher education or maritime educational institutions: one member of the assessment committee must have company-relevant research experience at reader level within the relevant discipline, cf. amendments to the PhD Order [ændringsbekendtgørelse](#)

In addition to this, the department encourage that there is gender diversity in the assessment committee.

More information about the PhD School's Rules for assessment and defense can be found here: https://www.sdu.dk/en/forskning/phd/phd_skoler/phduddannelsen_under_samfundsvidenskab/erdustuderende/uddafslutningstuderende/bedoemmelseudvalg/bedoemmelse

You are welcome to contact the department's PhD coordinator (Arjen van Dalen, avd@sam.sdu.dk) if you have any questions to this procedure.