

| Predefined PhD projects | | |
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| When | What | Who |
| | Submission of project information form and documentation for funding (salary and study fee) | Project owner/main supervisor |
| | Call is advertised on the Graduate School's website | PhD Administration |
| At least 14 days after call opens | Application deadline | Applicants |
| Within 5 working days after deadline | Applications are screened to ensure they live up to formal admission requirements | PhD Administration |
| | Applications that live up to the formal admission requirements are sent to project owner | Head of Programme |
| | Candidate is chosen* and approved | Project owner and Head of Programme |
| | The chosen candidate receives an offer of admission (valid for 6 months). The other applicants receive an answer as well | PhD Administration |
| Within 6 months after receiving admission offer | <p>The following documents must be prepared:</p> <ul style="list-style-type: none"> • A signed financial statement (there is a link to the relevant forms in the admission offer email) • PhD protocol • Initial PhD plan • Other relevant forms, e.g. recommendation for employment, new employee form (they will be mentioned in the admission offer email) | <p>Main supervisor/Head of department</p> <p>Written by the chosen candidate, approved by main supervisor and Head of Programme</p> <p>Filled out by chosen candidate, approved by main supervisor and Head of Programme</p> <p>Recommendation: Main supervisor and Head of department</p> <p>New employee form: The chosen candidate</p> |
| No later than 6 months after receiving admission offer | Admission offer is accepted and all the abovementioned documents are uploaded with the accept | The chosen candidate |
| The month before enrolment start (always the 1st of a month) | Enrolment (and employment) of chosen candidate | PhD Administration |

*Please note that applicants holding a non-Danish Master's degree have to have their education assessed by the Danish Agency for Science and Higher Education. The PhD Administration will assist with this, if an international applicant is chosen. (This can take up to 2 weeks).