

Form for suggesting an assessment committee (PhD)

The suggestion for members of an assessment committee, including a moderator of the PhD defence, must be submitted by the main supervisor in consultation with a co-supervisor(s) and the PhD student no later than three months before submission of the PhD dissertation. The suggestion must be sent to The Graduate School of Health via e-mail (graduateschoolhealth@au.dk)

Please note that the PhD study **cannot** be extended after submitting this suggestion.

Please find more information about [the composition of the assessment committee](#) on our website as well as the Ministerial Order on the PhD Degree Programme at the Universities and Certain Higher Artistic Educational Institutions of 7 August 2013 (Ph.d.-bekendtgørelsen/PhD Order), sections 16-17, which you can find on our [website](#).

In the event of deviations from the applicable guidelines, please provide a detailed explanation in the form.

Please note that the information you type in this form will be used by the PhD administration for all correspondence with the committee, so please make sure the information is sufficient, correct, up to date and in English.

MAIN SUPERVISOR	
The main supervisor assists the assessment committee, but has no voting rights	
Full name	
Position (job title)	
Academic degrees	
Full work address (section, department, institution, city, country)	
Email:	

TIME TABLE	
Date for submission	
Date for submitting assessment of the dissertation*	
Date for defence (no later than 3 months after the submission of the PhD dissertation)	
If applicable, please state the reason why the defence takes place more than 3 months after the submission of the dissertation.	

***Please note:** The Graduate School of Health recommends submitting the assessment of the dissertation approx. 6 weeks after the submission of the dissertation and approx. 4-5 weeks before the PhD defence.

GENERAL INFORMATION			
PhD student, full name		Academic title	
Graduate Programme			
Title of PhD dissertation (provisional, if necessary):			
Title of the defence (if different)			

1 standard page resume (2.400 characters) of the PhD dissertation (in English)

ASSESSOR 1	
External, foreign - employed by another institution than Aarhus University	
Full name	
Position (job title)	
Academic degrees	
Full work address (section, department, institution, city, country)	
Email	
Gender	
If external member is affiliated with a Danish university/company, tick off whether he/she is a non EU/EEA citizen.	No: <input type="checkbox"/> Yes: <input type="checkbox"/>
Have you or the PhD student recently (within the past three years) co-published with this assessor	No: <input type="checkbox"/> Yes: <input type="checkbox"/> - please elaborate and explain why there is no disqualification
Other circumstances, which can indicate disqualification?	No: <input type="checkbox"/> Yes: <input type="checkbox"/> - please elaborate and explain why it will not lead to the member being disqualified:
Satisfactory reasoning (six to nine lines about e.g. research area, reputation and scope of scientific production):	

ASSESSOR 2	
External, employed by another institution than Aarhus University	
Full name	
Position (job title)	
Academic degrees	
Full work address (section, department, institution, city, country)	
Email	
Gender	
If external member is affiliated with a Danish university/company, tick off whether he/she is a non EU/EEA citizen.	No: <input type="checkbox"/> Yes: <input type="checkbox"/>
Have you or the PhD student recently (within the past three years) co-published with this assessor	No: <input type="checkbox"/> Yes: <input type="checkbox"/> - please elaborate and explain why there is no disqualification
Other circumstances, which can indicate disqualification?	No: <input type="checkbox"/> Yes: <input type="checkbox"/> - please elaborate and explain why it will not lead to the member being disqualified:
Satisfactory reasoning (six to nine lines about e.g. research area, reputation and scope of scientific production):	

Chair of the committee	
Tenured at AU, Health also the moderator of the defence	
Full name	
Position (job title)	
Academic degrees	
Full work address (section, department, institution, city, country)	
Email	
Gender	
Have you or the PhD student recently (within the past three years) co-published with this assessor	No: <input type="checkbox"/> Yes: <input type="checkbox"/> - please elaborate and explain why there is no disqualification
Other circumstances which can indicate disqualification?	No: <input type="checkbox"/> Yes: <input type="checkbox"/> - please elaborate and explain why it will not lead to the member being disqualified:
Satisfactory reasoning (six to nine lines about e.g. research area, reputation and scope of scientific production):	

MEMBERS OF THE ASSESSMENT COMMITTEE

The members of the committee must not be close colleagues or related to neither the main supervisor nor the PhD student; both previously and presently. Moreover, they must not:

1. work at the same section as the main supervisor nor the student
2. have previously supervised the student, for example on a thesis project
3. be co-authors of articles/manuscripts forming parts of the dissertation
4. recently (within the past three years) have co-published with the main supervisor or the student

The assessment committee must comprise three recognized researchers within the relevant field of study.

The members of the committee must be at associate professor level or higher.

The assessment committee must comprise both genders (if possible)

When submitting this form it is under the following conditions; (please tick)

- That the stated persons have agreed to participate and that they have been informed of relevant deadlines and conditions for the work as described in [guidelines for assessment of PhD dissertation and PhD defence](#).
- That the main supervisor is not aware of any reasons for disqualification as a result of the make-up of the committee and in relation to the rules concerning [the composition of the assessment committee](#).
- That the PhD student has approved the composition of the committee and understands that the PhD study cannot be extended after submitting the suggestion.

That the suggested assessors are Associate Professors, Professors or the like, and that a CV has been attached if the assessors are not Associate Professors or Professors, demonstrating that the assessors have qualifications corresponding to at least an Associate Professor, according to the rules concerning [the composition of the assessment committee](#).

That the main supervisor has aimed at having both genders represented in the assessment committee. If both genders are not represented, please state what you have done to try to ensure that more than one gender is represented:

Any questions may be directed to The Graduate School of Health: graduateschoolhealth@au.dk

Please submit the form to: graduateschoolhealth@au.dk