



Planning and organising a PhD course

Your responsibilities

Prior to the course

- Make agreements with lecturers
- Book travel and hotel for foreign lecturers
- Book and prepare rooms, labs, audio-visual equipment, etc. for the course
- Order food and drinks for coffee breaks
- Ensure that the course can be held in English (if required by non-Danish participants)
- Send information and course materials to students enrolled in the course.

During the course

- Register attendance (students with less than 80% attendance cannot pass the course)
- Evaluate the course (optional): If so, you are responsible for designing the evaluation form and processing the data.

After the course

- Complete the participant list received from the Graduate School, and note the students that have attended and passed the course, and the students that have not passed.
- Please send the participant list to the Graduate School at fak-phdkursus@sund.ku.dk

If students have not passed the course, please note the reason on the participant list. Inform the Graduate School if you have made agreements with some of the students to pass the course later.

- Handle the remuneration of teaching staff and settlement of refreshments and transport for guest lecturers.

The Graduate School's responsibilities

- Announce the course in our course catalogue
- Announce the course in the national PhD course database (all courses) and Nordoc (scientific courses)
- Register course applications (and cancellations) from PhD students
- Enrol PhD students in courses according to the PhD Guidelines, e.g. the Open Market Agreement
- Send the list of participants to the course secretary immediately following the registration deadline
- Issue course certificates by e-mail to participants who have passed the course.

The Graduate School will send invoices to course participants if necessary (late cancellations, no-shows, others, etc.).

- Fee for late cancellation, minimum attendance of 80 % and no-show
- Non-PhD students and PhD students outside the Open Market Agreement and the Nordoc Agreement.