

WHO/WHEN	Two weeks before planned submission	Planned submission date	ASAP	Within one week after PhD thesis submission	ASAP	Immediately after the thesis has been sent to the assessment committee	Within 2 weeks after PhD thesis submission	Within 7 weeks after the submission date, but no later than three weeks before the defence	ASAP	At least 2 months after the thesis has been submitted but also no later than 2 weeks before the defence	ASAP (The PhD student must receive this no later than two weeks before defence)	At least one week before defence (and after the recommendation is approved)	DEFENCE	24 hours after the defence	ASAP	Within 2 months after the defence
PhD student	Sends PhD thesis and additional documents to the PhD Partner						Sends a photo and summary in both Danish and English to the PhD Partner									
Main Supervisor	Fills in the form "Members of the assessment committee" and sends it to the PhD Partner			Sends main supervisor statement to the PhD Partner												
PhD Partner			Sends PhD thesis to screening		i) Sends out the thesis and other relevant information to the assessment committee ii) Sends information about the assessment committee to the PhD student				Sends the recommendation to the Head of the PhD School for a final approval		Sends the approved recommendation to the PhD student Announce the defence on the PhD School's website			Sends the final recommendation to the PhD student by e-mail		Sends the PhD diploma via e-boks
Chair of the Assessment Committee				Contacts the committee and coordinates the completion of the written assessment (recommendation) which must be sent to GSTS 1 month and 3 weeks after the thesis has been submitted at the latest but also no later than 3 weeks before the defence			Sends a signed version of the recommendation to the PhD Partner at GSTS. (attached is also e-mails from the other committee members saying that they agree with the final version of the recommendation)						Sends a signed version of the Final recommendation to the PhD Partner at GSTS. (attached is also e-mails from the other committee members saying they agree with the Final recommendation)			
Head of PhD School									Approves/ dismisses the recommendation							