



Ilisimatusarfik

Guidelines for the Ph.D. education at Ilisimatusarfik - including the Ph.D. School structure

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1. Introduction

These guidelines for the Ph.D. education at Ilisimatusarfik have been established pursuant to: Greenland Self-Government Executive Order No. 36 of 9 October 2001 concerning the Ph.D. degree.

The responsibility for Ilisimatusarfik's Ph.D. education rests with the Rector in conjunction with the Academic Council.

The daily management and administration of Ilisimatusarfik's Ph.D. education will be looked after by the Ph.D. School, with its organisation being comprised of a Secretariat, with a Ph.D. School Head and Secretary, a Ph.D. Council and Ph.D. committees advising at the rector and institute levels, respectively, as well as each institute having responsibility for a discipline-specific Ph.D. programme.

2. Purpose, structure and organisation of the Ph.D. education

2.1 Purpose

The Ph.D. education is a research education with the purpose of developing the Ph.D. student's independent research competence at the international level, in other words the capability for research, acknowledgement, independent cultivation and transmission of scientific problems and issues. In connection with this, the education must give the student a familiarity with the research methods and theories of the discipline concerned. By virtue of this, the Ph.D. education qualifies the student to independently perform research, development and instructional tasks.

2.2 Structure

The Ph.D. education has been normed to 180 ECTS points, corresponding to a 3-year full-time course of study. The three years are reckoned from the point in time of enrolment to when the Ph.D. dissertation is submitted. The time that elapses for the assessment, defence and awarding of the Ph.D. degree is thus not included. The primary emphasis of the Ph.D. education lies in the performance of research under supervision. The Ph.D. education consists of the following elements

- performance of an independent research project under supervision and the preparation of a dissertation based upon the Ph.D. project
- participation in courses corresponding to 30 ECTS points
- teaching and other forms of knowledge dissemination
- participation in Ilisimatusarfik's research environments
- terms at foreign research institutions

2.3 Organisation

The responsibility for Ilisimatusarfik's Ph.D. education rests with the Rector in conjunction with the Academic Council. The Ph.D. School Secretariat, Ph.D. Council, Ph.D. committees and Ph.D. programmes comprise the framework for the Ph.D. education (fig.1).

The Academic Council will appoint a Ph.D. committee for each institute, however the Institute for Culture, Society and History and the Institute for Society, Economics and Journalism will share a Ph.D. committee. The three chairpersons of the Ph.D. committees comprise, together with the Ph.D. School Secretariat, the Ph.D. Council.

The Ph.D. School Head is appointed by the Academic Council. Members of the Ph.D. committee are recommended by the institute head. The institute head will appoint the chairperson. The Academic Council will establish the number of members in the Ph.D. committee with regard to the scientific personnel in the institute's research fields, and Ph.D. students will be represented. The Ph.D. committees will be appointed for a period of 2 years. Ph.D. committee and the Ph.D. Council rules of procedure will be approved in the Academic Council.

Organisation diagram for the Ph.D. School:

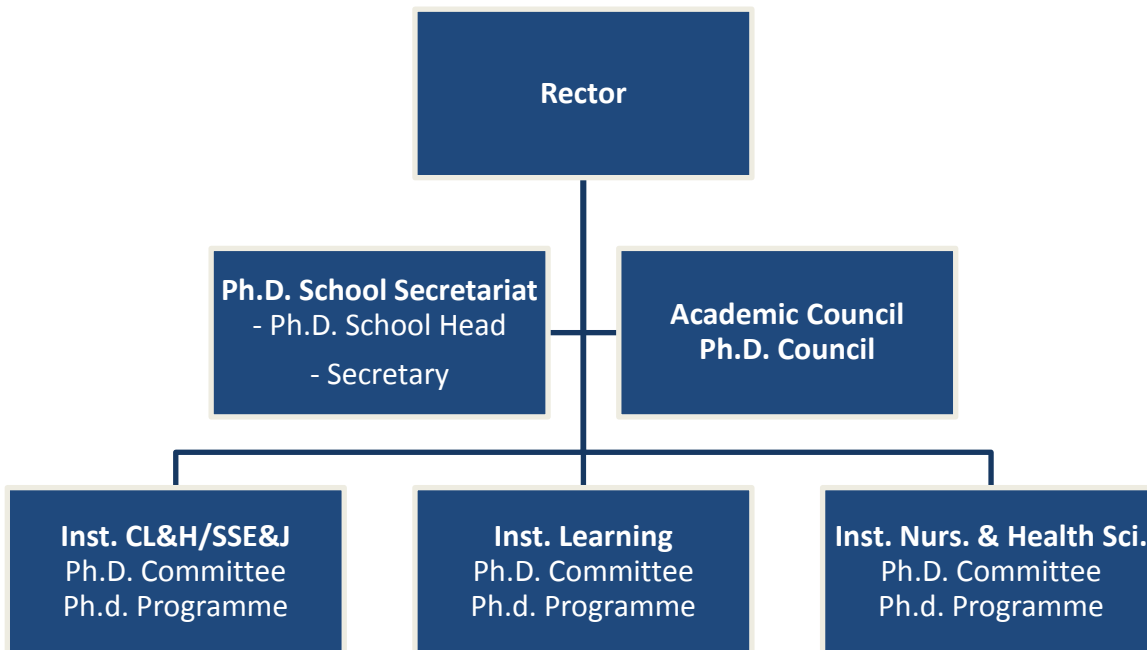


Fig.1 Organisation of the Ph.D. education

2.4. Tasks of the Academic Council

The Academic Council has the following tasks concerning the Ph.D. education:

- Approves the composition of the evaluation committee upon the submission of a Ph.D. dissertation as per the recommendation of the Ph.D. School Head
- Approves the Ph.D. course portfolio
- Grants academic degrees
- Approves proposals for internal guidelines for the Ph.D. School, including Ph.D. supervision
- Approves Ph.D. programmes
- Makes statements on the evaluation of Ph.D. education and supervision, including international evaluations
- Approves applications concerning merit and concerning exemptions.
- Makes statements on all matters of significance to the Ph.D. education and supervision that the Ph.D. School Head presents to the Council.

2.5. Ph.D. School

An important task is to ensure that the Ph.D. School offers Ph.D. courses, seminars and other networking activities of high quality with the greatest possible relevance for the Ph.D. students.

The Academic Council, Ph.D. Council, Ph.D. committee and the Ph.D. School Secretariat comprise the organisational and administrative framework for the Ph.D. education.

The Rector will appoint a Ph.D. School Head with a research education and who is an active researcher, teaching experience at all academic levels and Ph.D. supervision experience and Ph.D. evaluation experience. The Ph.D. School Head has the responsibility for ensuring a structured and integrated course of education.

The daily administration of the Ph.D. School will be managed by the Ph.D. School Head in close co-operation with the Rector, Ph.D. Council, Ph.D. committee and institute heads.

The Ph.D. School Secretariat will function as a centralised support and service function for all participants and stakeholders within the Ph.D. area: From the potential to the fully finished Ph.D. students, their supervisors, the Ph.D. committees and the heads of the institutes.

The Ph.D. School Head will recommend matters to the Academic Council concerning changes of supervisors, exemptions and composition of evaluation committees.

The Ph.D. School Head approves Ph.D. courses, pursuant to recommendations from the Ph.D. committees.

The Ph.D. School Head co-ordinates the enrolment of Ph.D. students and ensures that such are administrated in accordance with applicable laws and regulations – including in accordance with the provisions in Greenland Self-Government Executive Order No. 36 36 of 9 October 2001 concerning the Ph.D. degree as well as the applicable guidelines for the Ph.D. education at Ilisimatusarfik.

The Ph.D. School Secretariat will arrange preparatory studies courses and seminars that qualify future Ph.D. students to prepare a Ph.D. project description.

The Ph.D. School Secretariat will arrange common courses, seminars, conferences, etc., and offer discipline-specific courses through the three Ph.D. programmes in conjunction with the Ph.D. committees.

The Ph.D. School Secretariat will inform employees, supervisors and students of national and international courses and conferences.

The Ph.D. School will ensure the transmission of funding possibilities.

The Ph.D. School may enter into co-operation agreements with research institutions and foreign universities and double enrolment may for example take place (double degree/joint degree).

The Ph.D. School Head has the responsibility for the university's working relationship with Pinngortitaleriffik (the Greenland Institute of Natural Resources), the Greenland Research Council and the Ministry for Education, Culture, Research and Church concerning Greenlandic Ph.D. scholarships.

The Ph.D. School Secretariat will prepare a self-evaluation every other year. The evaluation report will be submitted to the Rector, Institute Heads and Academic Council. The report will be made available at the Ph.D. School's Web site.

The Ph.D. School will ensure an on-going evaluation culture of all relevant activities associated with the Ph.D. School.

2.6. The Ph.D. Council's tasks

The Ph.D. Council consists of the three Ph.D. committee chairpersons and the Ph.D. School Head. The Council exchanges experiences, discusses principles and guidelines as well as making proposals concerning activities under the Ph.D. School's auspices – including common mandatory Ph.D. courses.

The Ph.D. Council can be delegated tangible tasks from the Academic Council and Rector and is at the disposal of the Academic Council for addressing various matters. The Ph.D. School Head will summon the meetings, which will be held at a minimum once each year.

2.7. The Ph.D. committees

The Ph.D. committees are comprised of actively researching and researcher-educated scientific personnel, researchers with Ph.D. supervision and Ph.D. students.

The Institute Head will appoint a chairperson for the individual Ph.D. committee. The committee will report to the Institute Head and be responsible for the Ph.D. programmes of the individual institutes.

The chairperson is a contact person for the institute's Ph.D. students and will look after tasks concerning the professional and social integration of the students via reviews of the half-yearly evaluations of the students and annual group interviews with the Ph.D. students.

The Ph.D. committees have upon request by the Ph.D. School Head the responsibility for making recommendations to the Institute Head in matters concerning enrolment, primary supervisor, half-yearly evaluations, trial period evaluations, enrolment discontinuations, study time extensions as well as leaves of absence.

The Ph.D. committees will prepare and maintain internal guidelines in conjunction with the Ph.D. School Head.

The Ph.D. committees will recruit new Ph.D. students and participate in securing financing.

The Ph.D. committees will evaluate the scientific competences of Ph.D. applicants.

The Ph.D. committees have the responsibility, in co-operation with the Ph.D. Council, for relevant Ph.D. courses that are approved by the Ph.D. School Head.

Upon submission of a Ph.D. dissertation, it is the Ph.D. committee at the tangible institute in co-operation with the Ph.D. School Head that will make recommendations on the composition of the evaluation committee via the Institute Head to the Academic Council.

Ph.D. students will not participate in the handling of person-related matters.

2.8. Ph.D. programmes

The Ph.D. programmes at each institute will be approved by the Academic Council. The programmes will be prepared by the Ph.D. committees.

The programmes must ensure integration of Ph.D. students into the daily life of the departments and institutes. It is the task of the Ph.D. committee chairpersons to contribute to securing optimum association of the Ph.D. students with the research environments of the institutions (programmes, larger projects, areas of effort) and to co-ordinate the programme activities with the other research activities of the institutes. This task will be looked after together with the supervisors, the Institute Head and other research managers.

The Ph.D. programmes must create the possibility for joint and transverse Ph.D. courses to be established, just as they must reflect the differences between the disciplines at the institutes.

Programmes may be sought to be established and re-organised at the initiative of institutes and the Ph.D. School Head, but must be accepted by both parties.

Each programme should keep their activities open to Ph.D. students from other programmes in order to strengthen broad research-related socialisation and interdisciplinary expertise.

In addition to courses, technical seminars, master classes, trial defences, project meetings, etc., which are not necessarily always equally relevant for all associated Ph.D. students at Ilisimatusarfik, a programme should at least once each semester gather together all its Ph.D.

students for purposes of project-related technical and social exchanges and updates. The students must be brought into the planning of these.

The Ph.D. committees will look after if possible the discipline-specific course and ECTS-triggering activity offerings for the institute's Ph.D. students. This task will be looked after with the involvement of the Ph.D. students and in conjunction with the supervisors and Ph.D. School Head.

It is the Ph.D. School Secretariat that is the string-puller in relation to all courses and larger activities being administrated, registered and announced through the Ph.D. School's Web site and any other possible relevant Ph.D. course Web sites.

3. Enrolment as a Ph.D. student

Ilisimatusarfik is as a research environment characterised by the efforts being concentrated around studies of linguistic, cultural (including both spiritual and material) as well as learning, societal and health-related conditions.

All students will enrol in one of the three Ph.D. programmes.

Applications for enrolment as a Ph.D. student at Ilisimatusarfik occurs with a special form that is found at the university's Web site.

The application must be prepared in conjunction with the envisioned primary supervisor. The application must contain 1) a project description, in which the design, methods and problems to be addressed by the project are explained, 2) a draft of a research and study plan that fulfils the requirements in section 4 of the Ph.D. Executive Order as well as a timetable. The project description including the study plan and timetable - excluding references, may at most fill 7 A-4 pages of 2400 keystrokes.

It is a prerequisite for enrolment in the Ph.D. study

- That the applicant has passed a relevant Candidate degree exam, Master's degree exam (120 ECTS) or other exam on a corresponding level, or that the applicant have in some other manner acquired the requisite technical prerequisites to undertake a researcher education.
- That the management of the institute declares that the requisite resources are present, such that the studies can be carried out in a qualified manner within a timeframe corresponding to 3 years of full-time studies (180 ECTS), cf. section 4 of the Ph.D. Executive Order.
- That the Ph.D. committee is able to recommend enrolment based upon an evaluation of the applicant's qualifications as well as a technical assessment of the submitted project

description, the study program and the primary supervisor's technical assessment as well as the institute's statement that the requisite resources are present

If the above-mentioned prerequisites are fulfilled, the Ph.D. School Secretariat will enrol the applicant as a Ph.D. student at Ilisimatusarfik.

Enrolment occurs formally by the issuance of a study agreement between the Ph.D. student and Ilisimatusarfik. The document specifies:

- The institute or department to which the student is being associated
- The selected research programme
- Title of the Ph.D. project
- Starting and ending points in time for the Ph.D. study
- Names of supervisors and specification of the primary supervisor
- Points in time for the half-yearly evaluations
- Teaching and other transmission of knowledge corresponding to roughly a half year's work
- Financing conditions, including other conditions

4. Supervision

The Ph.D. education is conducted under supervision. The Ph.D. student thus has the right to seek guidance and the obligation to receive supervision. At least two supervisors are associated with each Ph.D. student, of which one will be appointed to be the primary supervisor and the other(s) will be appointed as secondary supervisor(s).

The primary supervisor must be employed at or associated with Ilisimatusarfik as an associate professor or professor and be an active researcher within the field concerned. The primary supervisor is appointed by the Institute Head pursuant to a recommendation by the Ph.D. committee. The primary supervisor has, as the chairperson for the supervisory group, the primary responsibility for the overall course of study being carried out in accordance with the established programme. The primary supervisor can be changed. This occurs by a recommendation from the Ph.D. committee and is administrated by the Ph.D. School Secretariat.

During the course of study, one or more secondary supervisors may be associated with the project, as well as the secondary supervisors being able to be changed. Association of secondary supervisor(s) will be approved by the Institute Head pursuant to a recommendation from the primary supervisor.

Supervisor responsibilities:

The primary supervisor is responsible for half-yearly evaluations being prepared of the project. All supervisors have however a shared responsibility for the project and should among other things

- Be familiar with on-going changes to the Ph.D. Executive Order and other rules and guidelines for the Ph.D. study
- Regularly provide guidance and read through the student's written production
- Arrange contact with other relevant research environments at home and abroad

The Ph.D. student's responsibility:

It is the Ph.D. student's responsibility to keep their supervisors oriented on the course of the project, including

- All significant research results
- Drafts of abstracts, publications and the Ph.D. dissertation
- External inquiries that involve the project

5. Content of the Ph.D. education

5.1 Course portion

The Ph.D. student must before the end of the 3-year study period have gone through Ph.D. courses of a scope corresponding to 30 ECTS points.

The courses, which must be relevant in relation to the research plan, may for example be national and international Ph.D. courses, seminars, conferences, summer schools and the like.

5.2 Stays in other research environments

It is the aim that the Ph.D. student's study programme to include a stay with a long-term association to an active researcher environment outside Greenland.

5.3 Experience with teaching, advising and transmission of knowledge

Ph.D. students must attain experience in teaching, advising of students or another form of knowledge transmission. The scope of the teaching will be established in conjunction with the primary supervisor at the institute or department level, but may not exceed what corresponds to a half year's work (30 ECTS), cf. section 3. The teaching must lie within the field of the Ph.D. project. The Ph.D. student must participate during the course of the study period with the presentation of papers or items to at least two international conferences/workshops in the

field. Other forms of transmitting knowledge could also comprise providing supporting editorial work or arranging scientific conferences, seminars or the like.

The Ph.D. student is obligated to participate in mandatory Ph.D. courses and/or seminars at Ilisimatusarfik.

6. The Ph.D. project

During the Ph.D. education, the Ph.D. student must perform independent research work under supervision. This is the Ph.D. project. The Ph.D. project must form the basis for the Ph.D. dissertation. The Ph.D. student has upon enrolment received approval for a project description as well as an outline of a study and research plan, which immediately after enrolment and the assignment of supervisors must be discussed with all supervisors and approved by the primary supervisor. The project description may be revised on an on-going basis, such that it forms a basis for carrying out the Ph.D. project and submitting a dissertation at the end of the enrolment period. The applicable project description must be approved by the primary supervisor at the half-yearly evaluations.

The purpose of the project description is to create clarity concerning the project's content and execution. The description must contain:

- A clear and well-motivated problem formulation
- An explanation of the research situation in the field and a delineation or profiling in relation to such
- An explanation of the project's main parts and a work plan (timetable) associated with it
- An explanation of how a stay at another research institution (stay abroad) will contribute to the content and execution of the project

7. Execution of the Ph.D. education

7.1 Half-year evaluation.

Every half-year the supervisors must assess whether the Ph.D. student's researcher education is progressing satisfactorily and in accordance with the Ph.D. plan. Regard is paid in the evaluation to documented illnesses and maternity leave periods.

The Ph.D. School Secretariat will take the initiative on the half-year evaluations and contact the Ph.D. student and primary supervisor about it approx. 1 month before the half-year evaluation. The evaluation report will be signed by the primary supervisor and the Ph.D. student. It is the responsibility of the Ph.D. School Secretariat that the deadlines for the

evaluations be adhered to and that the evaluation is forwarded for approval to the Ph.D. committee.

If the evaluation shows that the researcher education is not progressing satisfactorily, then the Ph.D. student must have the possibility to correct the conditions within 3 months. This possibility can only be given one time. The supervisors will formulate the task that the Ph.D. student will perform during the trial period.

If the Ph.D. student accepts the offer, then the primary supervisor will perform an evaluation at the end of the trial period. The evaluation must be concluded within one month and be submitted to the Ph.D. committee's chairperson, who will recommend to the Institute Head whether the trial period evaluation can be approved or not. This evaluation period does not shift or change other deadlines for the ordinary half-year evaluations.

If the Ph.D. student does not desire to accept the offer to re-establish the study, or if the evaluation of the trial period is negative, then the Ph.D. committee will recommend to the Institute Head that the study be brought to an end at the end of the month. The Ph.D. student can request that the Ph.D. committee's recommendation be brought before the Academic Council for final resolution.

7.2 Duration

The scope of the Ph.D. study will correspond to 3 years of full-time study (180 ECTS). The study may however be stretched across more years and may possibly be carried out as a part-time study, however the total study time may at most comprise 3 years of full-time study. The length of the study is reckoned from the point in time of enrolment.

If the dissertation has not been submitted by the end of the enrolment period, then an application may be made to extend the study. The application to extend the study is submitted together with the supervisor's statement to the Ph.D. committee, which recommends to the Institute Head whether an extension should be granted or not. In the event the study is extended, the half-year evaluations will continue. If the Ph.D. education is halted, the Institute Head will be notified of such.

7.3 Leaves of absence

Holders of Ph.D. scholarships have in accordance with the applicable collective bargaining agreement the right to leaves of absence during pregnancy, childbirth and illness. Notifications concerning statutorily regulated leaves of absence must be given to the Institute Head via the primary supervisor.

In special cases leaves may also be granted from the study for up to 1 year, distributed between at most 2 periods. Leave is primarily granted if the period of the leave has a technical relevance in relation to the project and would improve it. Applications for leave, with the primary supervisor's statement attached, are submitted to the Ph.D. committee, which will recommend to the Institute Head whether the leave should be granted.

8. The Ph.D. dissertation

8.1 Requirements for the dissertation

The Ph.D. dissertation must document the author's ability to use the discipline's scientific methods and the author's ability to make a research contribution corresponding to the international standards for Ph.D. degrees in the field. The dissertation must in an independent manner and by use of recognised theories and methods treat those texts, field investigations or other data that is included in the project description. The material must be analysed and interpreted methodically, and the secondary literature must be brought in and discussed to the requisite extent. Material that is taken from neighbouring fields and disciplines must be treated with respect to the theories and methods of such disciplines.

The dissertation may be written in Danish, Greenlandic or English. If the dissertation is submitted in Greenlandic, the Ph.D. student must at the same time submit a Danish or English translation of the text. The dissertation must contain a summary in English and either in Danish or Greenlandic. The full two-language summary must at most be 16 pages long.

8.2 Submission of dissertation

The Ph.D. dissertation can be submitted either as one or multiple dissertations that are related in content and/or method, and in which the results obtained during the Ph.D. study are presented and possibly published.

If the Ph.D. dissertation consists of multiple dissertations, an independent summary explanation must be prepared that contains:

- A brief general description of the relevant problem in the research field that the work submitted encompasses
- A presentation of the results obtained with an assessment of the methods used

If the articles are formulated in co-operation with others, then statements must accompany the dissertation from the other authors concerning the Ph.D. student's part of the project.

If material is included in the dissertation from term papers, prize essays or other papers that have already formed a basis for the award of academic degrees, then the author must explain

the manner in which the submitted dissertation distinguished itself from previously evaluated work.

A dissertation may not be submitted by several people jointly for evaluation.

The deadline for submitting a dissertation is the date of expiry of the Ph.D. enrolment.

The dissertation is submitted in 5 physical copies and electronically in PDF format to the Ph.D. School Secretariat together with:

- A statement from the primary supervisor that the course of the study has progressed satisfactorily, and that the Executive Order's requirements for course participation, transmission of knowledge and stays in other research environments have been fulfilled.
- A declaration from the Ph.D. student that the dissertation in its existing form has not been evaluated previously.

8.3 The concluding supervisor statement

Simultaneously with the dissertation being submitted to the Ph.D. School Secretariat for evaluation, the primary supervisor will submit a statement concerning the overall course of the Ph.D. The statement must contain an evaluative report concerning the progress, which culminates in a declaration concerning whether the primary supervisor can approve the course of study. As an appendix to the primary supervisor's statement, an overview is attached of those activities that have been included in the Ph.D. education. The activity overview will be prepared by the Ph.D. student and signed by the primary supervisor.

The dissertation will only be evaluated if the overall Ph.D. education has been satisfactorily carried out.

If the primary supervisor recommends in their statement that the Ph.D. education has not been satisfactorily carried out, then the Ph.D. student must have the opportunity within a deadline of at least two weeks to submit remarks on the primary supervisor's statement.

The Ph.D. committee will evaluate, based on the primary supervisor's statement, any possible remarks of the Ph.D. student and the submitted half-year evaluations, whether the overall Ph.D. education has been satisfactorily performed.

8.4 Submission of dissertation without prior enrolment as a Ph.D. student.

A dissertation may be submitted for evaluation for the Ph.D. degree even if the author has not been, or only was for a short time, enrolled as a Ph.D. student. In such case the author must

have acquired qualifications in some other manner that are comparable to the requirements in sections 2 and 4 of the Ph.D. Executive Order.

Applications, with the author's attached explanation of the acquired qualifications as well as a copy of the dissertation, are submitted to the Rector. The Rector will obtain a recommendation from the Ph.D. committee concerning whether the dissertation should be evaluated. If the Ph.D. committee's recommendation is positive, it will at the same time present a proposal for the composition of the evaluation committee. In general, the same rules and procedures will be followed as for dissertations that are submitted after a Ph.D. study.

Persons who have not been enrolled as Ph.D. students at Ilisimatusarfik, must, if they submit a dissertation for evaluation pursuant to section 5 of the Executive Order, pay a fee to cover expenses in connection with the evaluation and defence. The fee will be paid either by providing instruction for 30 K-hours or submitting 30,000 kroner (2010 prices, the fee will be adjusted in accordance with the price level).

9. Evaluation of the dissertation

9.1 Appointing of the evaluation committee

At the latest two months before submission of the dissertation, the Ph.D. student and the primary supervisor will send a submission form to the Ph.D. School Secretariat by E-mail for use in the appointing of an evaluation committee. Table of contents, a summary of at most two pages (in Danish or English).

For evaluation of the dissertation, a committee of 3 members will be appointed, who will be professors, associate professors and others with equivalent qualifications. At least 2 of the members must be from outside. Supervisors cannot be members for the evaluation committee. The primary supervisor will participate in the committee work without the right to vote. If there is a local member of the committee, such person will normally be made the chairperson of the committee.

Until a decision is made as to whether the dissertation is suitable for a public defence, the submitted dissertation will be regarded as confidential material, and during this period the dissertation may only be made available to the members of the evaluation committee.

The Ph.D. School Secretariat will present on the basis of a consultation in the Ph.D. committee a proposal for the evaluation committee, which will be submitted for approval by the Academic

Council or the Rector after a tangible authorisation by the Academic Council. The Ph.D. student must have the opportunity to make objections to the composition of the committee within a deadline of at least 8 weekdays. Any possible objections will be addressed by the Academic Council. Subsequently, the Ph.D. School Secretariat will appoint an evaluation committee.

9.2 The interim evaluation of the dissertation

The evaluation committee will issue at the latest two months after submission of the dissertation a recommendation on whether the Ph.D. dissertation is suitable as a basis for the awarding of a Ph.D. degree. The recommendation must be justified and in the event of disagreement be content with a majority of the votes. The recommendation will be submitted to the Ph.D. School Secretariat, which will forward it to the Institute Head and to the Ph.D. committee. The Ph.D. School Secretariat will send a copy of the recommendation to the Ph.D. student and to the primary supervisor.

The evaluation committee's recommendation must be justified and culminate in one of the following conclusions:

- The dissertation is suitable for public defence in its existing form
- The dissertation is not suitable for a defence in the submitted form, however in the evaluation committee's assessment the dissertation would after revision be able to be approved for a public defence. In the recommendation, the evaluation committee must explain and justify precisely which parts of the dissertation do not live up to the academic requirements that are being posed for a Ph.D. dissertation, as well as specify a deadline for submission of a revised version of the dissertation. The author and primary supervisor must have the opportunity, within a deadline of at least two weeks, to submit remarks on the recommendation.
- The dissertation is not suitable for public defence in the submitted form and is not deemed to be able to be improved within a reasonable period of time. The author and primary supervisor must have the opportunity, within a deadline of at least two weeks, to submit remarks on the recommendation.

If the dissertation is pursuant to the recommendation suitable for a defence, then the defence can take place.

If the dissertation is not suitable according to the recommendation, then the Academic Council will, on the basis of the evaluation committee's recommendation as well as the author's and the primary supervisor's possible remarks, make one of the following decisions:

- That the defence cannot take place
- That the Ph.D. dissertation may be submitted again in revised form within a deadline of at least three months. If the dissertation is submitted again, it will be evaluated by the previously appointed evaluation committee, unless special circumstances apply

The chairperson of the evaluation committee may only allow changes to the dissertation to a limited extent before the verbal defence, which may not however be delayed for this reason. Permission is granted through the Rector.

9.3 The defence

The Ph.D. School Secretariat will establish, in consultation with the Institute Head, the evaluation committee and the Ph.D. student, the time and location for the public defence. The Ph.D. School Secretariat will make public the point in time of the defence proceeding by posting it on the university's electronic Web Site and by announcing it in one of the newspapers with national coverage. The defence of the dissertation must to as great an extent as possible take place at the latest 16 weeks after the dissertation has been submitted.

All members of the evaluation committee must be personally present during the verbal defence, unless pressing circumstances make it impossible.

The defence proceeding is led by the Ph.D. School Head or by the chairperson of the evaluation committee. The Institute Head will welcome everyone. The proceedings must not take more than three hours including a break in this middle of the course of events. After an introduction by the leader of the defence proceedings, the Ph.D. student is given occasion to explain their work.

Subsequently, the Ph.D. student must allow himself or herself to be cross-examined by the members of the evaluation committee. This examination must have the nature of a critical dialogue between the evaluation committee and the Ph.D. student. The committee members will agree between themselves on the sequence of their contributions, however the committee's chairperson normally speaks last.

The chairperson of the defence proceedings may give persons other than the members of the evaluation committee the opportunity to make contributions during the defence.

Immediately after the end of the defence, the evaluation committee will withdraw in order to assess whether the defence has been satisfactory. After this assessment, the chairperson of the evaluation committee will announce verbally whether the committee intends to recommend to the Academic Council that the Ph.D. be awarded or not.

The chairperson of the defence will then close the defence proceeding.

10. Award of the Ph.D. degree

At the latest one week after the defence proceedings, the evaluation committee will issue an overall written recommendation on whether the dissertation and its defence fulfil the requirements for awarding the Ph.D. degree (cf. the Executive Order, section 2, subsection 1).

The recommendation must contain

- A description of the dissertation with a reference to its main points and an assessment of its methods and results
- An explanation of the verbal defence, including those problems that were raised during the defence and the candidate's responses to such

The primary emphasis in the evaluation committee's recommendation should be placed on the description and assessment of the dissertation.

If the committee is not in agreement on giving a positive recommendation, then the committee's interim work is sent via the Ph.D. School Secretariat to the author, who must have the opportunity to comment on the objection within a deadline of two weeks. Subsequently, the evaluation committee will issue its final recommendation to the Academic Council.

The Academic Council will award the Ph.D. degree if a positive recommendation exists from a unanimous committee or from 2 of the members, and if two-thirds of the members of the Academic Council choose to follow this recommendation. The Ph.D. degree cannot be awarded if the committee's final recommendation is unanimously negative.

Ph.D. students who are not awarded the degree may upon request have a certificate issued in Greenlandic, Danish and English for those parts of the Ph.D. education that were satisfactorily completed.

11. Release to the public

The Ph.D. School Secretariat is responsible for the dissertation being publicly available to interested parties for at least 2 weeks prior to the defence. At a minimum 2 copies must be presented at the Ph.D. School Secretariat.

Unless quite special conditions prevent a normal release to the public, the Ph.D. School Secretariat will ensure, immediately after the degree has been awarded, that copies of the dissertation will be delivered to:

- The university's library (one copy)
- The Public and National Library of Greenland (one copy)
- Groenlandica (three copies are a mandatory submission)

- Relevant research libraries at home and abroad

12. Diploma

A diploma will be issued for the award of a Ph.D. degree. The diploma will be written in Greenlandic, Danish and English and signed by the Rector and Institute Head.

Titles on the Ph.D. diplomas that can be issued are:

Arctic Studies - Pedagogy and the Science of Education,

Arctic Studies – Health and Social Conditions

Arctic Studies - Culture, Language and Social Conditions

13. Complaints

Complaints concerning supervision and decisions made concerning the study programme are submitted to the Rector, who will resolve the matter after having procured statements from the Institute Head and Ph.D. committee. The complainant may appeal the Rector's decision to the Academic Council.

Complaints concerning the Ph.D. Executive Order, section 6 subsection 2, section 12 or concerning legal questions may be brought before the self-government area for research and education (cf. section 13 of the Ph.D. Executive Order).

14. Entry into effect and transition rules

These rules shall apply beginning on 6 May 2016.