AALBORG UNIVERSITY
DENMARK

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Information regarding application for merit

For all merit applications it is imperative that the requirements in relation to the application are adhered to. The application for merit must be forwarded to the Doctoral School at least 1 month prior to the requested date of enrolment. As there are many elements required in relation to a merit application it is suggested to contact the Doctoral School before initiating the process. Any merit application must, as a minimum, cover a period of 3 months.

It is a general experience that writing a merit application is not a trivial matter. These types of applications are never quite the same and therefore it is easier and more efficient for all involved if the process is properly started. Thus it is strongly suggested that the expected main supervisor contact the Doctoral School to agree on what is necessary for an application to be approved. The direct contact between the expected supervisor and the PhD Study Director makes the merit application process more smooth and therefore less time consuming.

If you need information regarding the application, a meeting can be arranged with AAU PhD. To arrange this meeting send an e-mail to aauphd@adm.aau.dk.

Application Contents

All applications for merit must contain a document clearly stating the number of months that the application for merit covers. The preceding work must have been part of conducting a research project. The number of months applied for must be realistic so that the remaining time for the study corresponds to the remaining workload. In connection with this a clear and precise study plan must be forwarded along with the application. If the application contains course credits this must be specified and contain the following elements:

- Course title
- Course provider

- Amount of ECTS awarded for completion (certificate of completion is provided along with the application)
- Type of course (general or project)

Only courses taken at a PhD level can be included in the application. If a course is taken outside Denmark it must be documented that it is on the appropriate academic level. This can be done by submitting a detailed course description including learning objectives, literature application, name of lectures etc.

The application must contain clear information regarding the contributions to the research work motivating the application for merit. The work undertaken must be in-line with the PhD plan.

An approved PhD plan must be submitted along with the application. In this PhD plan it must specifically be written how the merit period has contributed to the study and what parts of the planned study that has already been done prior to the requested enrolment date. It must clearly be stated what parts of the work/time plan that has already been done and also the outcome of this must be specified (e.g. results, and publications)

Any form of dissemination included in the merit application must be well documented.

External Research Environment

At the completion of the study an external research collaboration must have been completed. If this has been fulfilled prior to enrolment it must be clearly stated in the application for merit. If not it must be stated in the study plan. Note that this is not automatically approved.

All applications must be signed by the supervisor and accepted by the student.