

## Typical Questions: Assessment of Educations for Industrial PhD

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Please note: This document is of instructive nature. The rules and condition for the Industrial PhD programme are defined in the programmes guidelines accessible via [www.erhvervsforsker.dk](http://www.erhvervsforsker.dk). In case of divergences between the documents, the guidelines take precedence over instructive documents.

### 1. What are the grade requirements?

As an Industrial PhD candidate, you must meet the grade requirements detailed in the guidelines for Industrial PhD projects.

### 2. How are Danish educations assessed?

As a rule, Danish educations are assessed on the basis of complete certificates as well as a filled-out grade calculation form. You enter your grades together with the ECTS weight assigned to each grade. The table then automatically calculates your overall weighted grade point average. You can find the form at [www.erhvervsforsker.dk](http://www.erhvervsforsker.dk).

For more information, see below under [My study programme was not graded. How do I meet the grade requirements?](#).

### 3. How are non-Danish educations assessed?

Non-Danish educations are assessed based on complete certificates as well as documentation of your relative graduation class placement endorsed by the institution(s) where you took your education(s). This applies to both non-Danish bachelor's and non-Danish master's degrees.

Non-Danish certificates and documentation for your relative graduation class placement are only accepted in Danish, English, German, Norwegian or Swedish. The graduation class placement shall be clearly stated, i.e. in which upper percentage of the graduation class you were placed, e.g. top 10 pct., 20 pct., 30 pct., etc. The graduation class placement(s) replace(s) the grade calculation form.

If relative graduation class placement cannot be obtained, Innovation Fund Denmark must receive appropriate verification hereof endorsed by the non-Danish educational institution(s). In this case, the assessment will only be based on your complete certificates and filled-out grade calculation form. Read more about this under [I have a non-Danish bachelor's and/or master's degree, but am unable to get documentation of my graduation class placement. What do I do?](#)

### 4. I have not receive all my grades yet. How is my education assessed?

It is possible to apply, while you still lack the last half year of education. A potential approval of the project will then be under the condition, that you complete your education and thereby meet the grade requirements. Please note that you have to meet the condition for approval at the latest six months after approval, i.e. roundabout eight months after the deadline.

### 5. My bachelor's degree is on the Danish 13-step scale, while my master's degree is on the Danish 7-step scale. How do I complete the grade calculation form?

Convert the grades from the 13-step scale to the 7-step scale and submit everything in the 7-step scale format. You have two choices in this respect, and you may freely choose which one to use:

- Convert each individual grade on the 13-step scale to the 7-step scale and enter them into the grade calculation form as normally. The ECTS weight remains the same.

- First calculate the overall weighted grade point average for the study programme on the 13-step scale, using the grade calculation form. Next, convert this average to the 7-step scale. Enter the converted average into the grade calculation form with the overall weight for all grades.

[Please find the conversion table here.](#)

**6. I have a five-year master's degree and no bachelor's degree. Do I have to divide my master's degree into a bachelor part and a master part?**

No, that is not necessary. Enter all grades into the master's part of the grade calculation form.

**7. The form does not have enough rows for all my grades. What do I do?**

Right click all the way to the left in the spreadsheet in the column with the row numbers and select 'Insert'. In this way, you will insert a new row next to the mouse cursor. The formulas should automatically be copied into the new row.

**8. My study programme was not graded. How do I meet the grade requirements?**

In this case, the assessment is based on your certificates as well as a supplementary written assessment of your thesis or final project which must be approved by the study board of the educational institution.

**9. My master's thesis/master's project was not graded. How do I meet the grade requirements?**

In this case, the assessment is based on your complete certificates, filled-out grade calculation form and a supplementary written assessment of your thesis or final project which must be approved by the study board of the educational institution.

**10. I have a non-Danish bachelor's and/or master's degree, but am unable to get documentation of my graduation class placement. What do I do?**

If it is not possible to obtain documentation of your graduation class placement, we will instead look at your absolute grade level. You must submit your complete certificates, filled out grade calculation form (see below), and documentation that you have tried to obtain a statement of our relative graduation class placement. This documentation may e.g. be in the form of an email from the institution to the effect that it is not possible to locate the information. Please note that Innovation Fund Denmark will only accept documents in Danish, English, German, Norwegian or Swedish.

You complete the grade calculation form based on your non-Danish grades by (1) converting your grades to the Danish 7-step scale and (2) enter them into the standard grade calculation form. For the conversion you must use an official conversion table (e.g. to the ECTS system, which the Danish 7-step scale was modelled on), and you must include the conversion table in the application.

**11. My bachelor's degree is non-Danish, while my master's degree is Danish (or vice versa). What do I Do?**

Attach documentation of the relative graduation class placement for your non-Danish study programme (see [How are non-Danish educations assessed?](#) and possibly [I have a non-Danish bachelor's and/or master's degree, but am unable to get documentation of my graduation class placement. What do I do?](#)) and fill in the grade calculation form for your Danish degree.

Note: If you have a Danish two-year master's degree with a weighted grade point average of at least 9.5 on the 7-step scale or 9.4 on the 13-step scale, there is no need to submit anything about your non-Danish bachelor's degree, as the Danish degree is sufficient to meet the grade requirements (cf. the programme guidelines).

**12. The grades of my study programme were not weighted in e.g. ECTS or full-time equivalent. What do I do?**

Enter all the grades into the grade calculation form with a weight of 1. This will give you the basic average which we will use instead.

**13. In my bachelor's degree, the grades were not weighted, while they were weighted in my master's degree. How do I calculate my overall average?**

Use his method:

1. Calculate a basic average for your bachelor's degree (add up all the grades and divide by the number of grades to find to the basic average).
2. To find the weight of the grade point average of the bachelor's degree, you must:
  - a. Divide the bachelor degree's number of graded courses by the total number of courses, and
  - b. Multiply this number by 120 ECTS if it is a two-year study programme, 180 ECTS if it is a three-year study programme or 240 ECTS if it is a four-year study programme (60 ECTS per year).
3. Enter the basic average and the weight of the bachelor's degree into the grade calculation form as one single grade in the bachelor part.
4. Finally, enter the grades from the master's degree into the form in the master part.

**14. In my bachelor's degree, the grades were not weighted and on the 13-step scale, while in my master's degree they were weighted and on the 7-step scale. How do I calculate my overall average?**

Use this method:

1. Calculate a basic average for your bachelor's degree (add up all the grades and divide by the number of grades to find to the basic average).
2. To find the weight of the grade point average for the bachelor's degree, you must:
  - a. Divide the bachelor degree's number of graded courses by the total number of courses, and
  - b. Multiply this number by 120 ECTS if it is a two-year study programme, 180 ECTS if it is a three-year study programme or 240 ECTS if it is a four-year study programme (60 ECTS per year)
3. Convert the average from the 13-step scale to the 7-step scale. [Please find the conversion table here.](#)
4. Enter the converted basic average and the weight into the grade calculation form as one single grade in the bachelor part.
5. Finally, enter the grades from the master's degree into the form in the master part.

**15. I have one bachelor's degree, but two master's degrees. How do I calculate my average?**

Calculate the average by using the grades from the master's degree that thematically is the closest to the project subject. Grades from the other degree will not be used in the calculations.

If you believe that the two master's degrees are equally close, then attach one grade calculation form where you use the grades from one master's degree and a second grade calculation form where you use the grades from the other master's degree.

**16. I have two bachelor's degrees and a master's degree. How do I calculate my average?**

Calculate the average by using the grades from the bachelor's degree that was the basis for your enrolment in the master's degree programme. If in doubt, ask the university where you obtained your master's degree if they have any registrations that can verify this.

**17. Concerning exemption from grade requirements: I have published a peer-reviewed, project relevant poster in an acknowledged scientific conference. Does this count as an article?**

No. You cannot be exempted from the grade requirements based on a poster.