

Regulations for the PhD Programme in Psychology  
Department of Psychology, University of Copenhagen  
(The general PhD Study Programme in Psychology)  
Effective as of March 2009.

(This document can also be found on the department's homepage, where the most current regulations are posted.)

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## **I. Aim**

The aim of the PhD Programme in Psychology at the University of Copenhagen is for admitted doctoral students to acquire basic and specialized research competence through their independent application of the scientific methods of the field and to make a contribution, through their work, to furthering research at a level corresponding to the international standard of PhD degrees in the subject area. The doctoral studies are to lead to the acquisition of general methodological and theoretical research skills, thus ensuring that any doctoral student acquires a basic research competence. Further, the doctoral studies form the framework of a concrete and specific project which is to unfold on its own terms, but within a basic research framework, thus ensuring that any doctoral student also acquires a specialized research competence.

## **II. Structure**

The PhD programme at The Department of Psychology is the result of a series of decisions made at several levels in the educational system.

The University Act of 7 December 2007: <http://www.ku.dk/regel/1/005.html>

PhD Order no. 18 of 14 January 2008: <http://www.ku.dk/regel/5/5709.html>

The University of Copenhagen's Researcher Education Board (KUFUR)

The University of Copenhagen has established this permanent committee with representatives from all departments in order to recommend to the University of Copenhagen's leadership team common rules for researcher education.

Common PhD rules and guidelines of 21 May 2008:

[http://cms.ku.dk/upload/application/pdf/2555bedc/phd\\_faelles\\_regler.pdf](http://cms.ku.dk/upload/application/pdf/2555bedc/phd_faelles_regler.pdf)

The Faculty of Social Sciences has established a graduate programme led by the head of the graduate school and a PhD committee, wherein all the faculty's subjects are represented by one of the academic staff and one PhD student: <http://samf.ku.dk/forskning/phd>

An advisory PhD programme committee has been set up at the Department of Psychology, consisting of an elected programme leader and an elected PhD student as well as representatives selected by their respective institute leaders and the PhD students. The programme committee has, among other duties, the responsibility for the regulations of the PhD programme in psychology – the so-called specialization programme. Information about the PhD studies at the Department of Psychology is regularly updated at: <http://www.psy.ku.dk/forskning/phd>

## **III. The PhD Programme in Psychology (The Specialization Programme)**

### **A. Supervision and Grants**

#### *1. Supervision categories*

The Departmental Order distinguishes between the principal supervisor and other supervisors. The Department of Psychology distinguishes between three types of supervisors: principal, project and secondary supervisor.

*The Principal Supervisor* is responsible for the student's overall PhD programme in terms of any subject-area related aspects and has to be a full professor or an associate professor employed at the Department of Psychology. The principal supervisor has to take a comprehensive view of the course of the doctoral student's studies and has to ensure that a number of formal requirements are met, signing half-yearly reports, approving various applications (regarding, for example, travel, courses,

and any apparatus), etc. This general supervising function is performed on the basis of formal regulations (the Ministerial Order, faculty regulations, the study programme of the subject area, and the student's individual study plan). The principal supervisor has to be continuously informed of the course of the project in terms of content and has to provide supervision in relation to a number of areas. Some of the tasks of the principal supervisor are as follows:

- ensuring that an individual study plan is available within a maximum of three months (this is prepared by the student in consultation with all categories of supervisors, but mainly with the project supervisor – cf. section JV.A.4);
- drawing up regular half-yearly reports. Such reports are prepared by the principal supervisor on the basis of talks with the doctoral student and any other supervisors – cf. section JV.B.1;
- ensuring that the doctoral student participates in the prescribed number of research courses;
- being continuously available to the student and the project supervisor for answers to questions concerning the PhD studies;
- ensuring that the student fulfils the requirements in the departmental order regarding instruction or teaching;
- signing various applications from the student, including the Solemn Declaration and Supervisor Statement submitted with the thesis.

Each semester will typically include a couple of meetings between the principal supervisor and the doctoral student at which the latter outlines the current course of her/his PhD studies and provides the former with insight into the progress being made with the project in relation to the study plan as well as into any revisions which may previously have been discussed.

Ordinarily the principal supervisor will be credited with one third of the total amount of time which the department allots for supervision per semester (at present the total is 30 hours, i.e., ten hours for the principal supervisor). Deviations from this standard have to be agreed in each case in writing and have to be submitted both to the head of the PhD programme and the head of department for approval.

*The Project Supervisor* is responsible for supervision on the project content. The project supervisor may be identical with the principal supervisor. The tasks of the project supervisor are as follows:

- discussing the individual study plan and providing supervision on any questions relating to the plan;
- having continuous discussions with the PhD student about project design, empirical data collected, interpretation of the data, and about theories, and continuously reading and commenting on the PhD thesis;
- suggesting courses and seminars to the student;
- attending, on the supervisor's own initiative, to the student's subject area-related interests, indicating events, seminars, conferences and texts of relevance to the project and referring the student to other researchers, etc.;
- contributing to the preparation of half-yearly reports in cooperation with the student;
- signing various applications from the student, including the Solemn Declaration and Supervisor Statement submitted with the thesis;

In ordinary circumstances, the project supervisor will be credited with two thirds of the total amount of time which the department allots for supervision per semester (at present, the total is 30 hours, i.e. twenty hours for the project supervisor). Deviations from this standard have to be agreed in each case in writing and have to be submitted to the PhD study board as well as to the head of department for approval.

One or more *additional supervisors* may be attached to the project for a limited period of time or, alternatively, for a few hours over the entire course of study in order to supplement for the project supervisor. Such additional supervisors may be national or international experts with whom an agreement is made, stating the number of hours involved and the remuneration for the supervision provided. (As additional supervision concerns content only, the time paid for such supervision is deducted from the time allotted to the project supervisor.)

## 2. *Criteria for approval of supervisor*

In consultation with the doctoral student and the head of department and in connection with the doctoral student's enrolment in the PhD programme, the PhD programme committee appoints the principal supervisor, the project supervisor and any additional supervisor(s). The formal qualifications required of any supervisor are those corresponding to the qualification level of full professors, associate professors or senior researchers. If a potential supervisor does not hold these formal qualifications, her/his qualifications are assessed by an expert committee appointed by the head of department in consultation with the PhD programme committee.

## 3. *Change of supervisor*

A change of supervisor is possible, but a change of principal or project supervisor should be a rare occurrence. If the doctoral student wishes to have a different supervisor or if the supervisor no longer wishes to serve in this capacity, a brief statement indicating this wish and giving the reasons for it has to be submitted to the PhD programme committee.

The PhD programme committee may then instigate various procedures depending on whether the change of supervisor seems problematic. It may, without further measures, accept the change, or it may invite the supervisor and the doctoral student each to a meeting, or a joint meeting, with the committee. As the wish may be the result of differences between different categories of supervisors, all parties involved have to be given a hearing. The PhD student may have to prepare a new individual study plan if the project deviates too much from what was originally agreed upon. Ultimate responsibility for suggesting a compromise lies with the PhD programme committee, which is also responsible for ensuring that a solution to the problems is found within a relatively short time span as they are not to delay the research process unnecessarily. In all cases, any change of supervisor has to be approved by the department leader.

## 4. *Financing of Grants*

There are two distinct types of grants (5 + 3 and 4 + 4 – cf. section III.A.5), which may be financed in five different ways:

*Departmental grants* are offered and paid by the department. Such scholarships are granted on the basis of applications to the department and after consideration by an internal expert assessment committee. Holders of such grants will typically have one supervisor, who serves as both principal and project supervisor.

*Externally financed grants 1* are granted by research councils, foundations, etc. Research Council scholarships are currently granted on the basis of the prioritisation made by the Danish Research School of Psychology while other funds typically grant scholarships on the basis of their own announcements and assessment procedures. Excepting these preliminaries, any holder of such a scholarship is very much like a holder of an internally financed scholarship, having a department-based principal and project supervisor.

*Externally financed grants 2* are granted by governmental research institutions, external centres, companies, etc. Enrolment requires expert assessment of the project similar to that which applications for any of the two other types of scholarships are subjected. In the typical case, a large part of the supervision (the entire project supervision in most cases) is the responsibility of the granting organisation; a separate contract is drawn up which regulates such aspects as financing, supervision and other matters (cf. section IV A (3) “Enrolment” below).

*Externally financed grants 3 – Industry PhD Grants*

Industry PhD regulations are described on the homepage: <http://fi.dk/forskning/erhvervsphd>

*Jointly financed grants* are also possible, which involve the financing of a scholarship by various sources. Such a grant will typically be of the externally financed 2 category and will always involve a separate contract regulating the scholarship. Finally, self-financing is possible, in which case the university is paid for everything but doctoral student salary (that is, primarily for supervision, courses and assessment – the so-called ‘privatists’).

## 5. Grants

### *5+3 Grant*

The designation 5+3 means that the 3-year PhD is an extension of the 5-year Master’s programme (Ministerial Order no. 5 section 2; the KUFUR rules, pp 2.2, plus the faculty’s rules).

### *Special Rules for 4+4 Grant*

#### *Structure*

For the PhD grant based on the 4+4 system, the PhD studies begin before the Master’s programme has been completed, for which reason the 4+4 student is enrolled as a Master’s student. If the 4+4 student is to be enrolled at the same time as the commencement of the 4+4 studies, this must first be approved by the PhD study board at the Department of Psychology. The student is enrolled both as a graduate student and as a PhD student until the graduate course of study has been completed, which will be, at the latest, by the end of the second year. The first two years of study (Part A) consist of research training and the dissertation as well as courses in methods, corresponding in total to the second year of the Master’s programme. The 4+4 student participates in PhD courses, etc, as do the 5+3 students. The two final years of studies (Part B) run exactly parallel with the 5+3 system.

#### *Salary*

4+4 grants are paid before the completion of the Master’s degree in accordance with paragraph II in the SU law. The scholarship is disbursed partly in the form of a maximum 48 PhD SU-clip, which is paid out at 2 clips per month and partly in the form of work assignments corresponding to a maximum of 280 net work hours, which are paid out in 7 instalments of 40 hours in the course of the 2 year period. Upon completion of the Master’s degree, there is a transition to the salaried PhD scholarship in accordance with negotiated arrangements for academics in the national system as pertains to PhD scholarships, as agreed upon by the Ministry of Finance and the Academicians Central Organisation. The work commitment corresponds to the regular PhD scholarship’s work commitment, minus the 280 honoured work hours.

#### *Research Training*

4+4 students typically complete their training as research training, i.e. joining an existing research project (cf. description of training in the graduate course of study).

### *Dissertation*

The graduate dissertation shall relate to the student's PhD research project in the following ways: The dissertation can contain (1) a review summary, possibly formulated as an article, which goes through both the empirical and theoretical background of the research project's topic – who has thought what and when about the topic, what are the most important current approaches, where lie the greatest disagreements, etc, and (2) a summary of the scientific work, not as a sequential description, but as a confirmation of how far the project has come – a type of much expanded, annotated project description, plus (3) a thorough pilot-project which would be an opportunity to repeat the results from, and the possible corrections of, the project which the pilot has introduced. (Regarding the scope, assessment, etc. – cf. each applicable programme of study within psychology.)

### *4+4 Courses*

4+4 students will be offered a course that shall assist, especially in the first year, with handling special methodological problems. Consideration has been taken to construct it in such a way that it could also be taken by PhD students who wish to reflect upon possible project descriptions. In general, 4+4 students are not offered more specialised courses than those mentioned above. The 4+4 student follows the methods courses like other graduate students and additional courses like PhD students.

## **B. Courses and seminars**

### *1. Types*

Research courses (national and international) are an important part of the PhD studies. Any doctoral student has to complete the equivalent of half a year's worth of courses (corresponding to 30 ECTS credit points). There are four distinct types of courses:

#### *Departmental seminars and similar*

Research arrangements at the departmental level: These can be research arrangements for the whole department or for an individual centre or focus area. ECTS credit points can be allotted after application to the PhD study board. Each PhD student can be allotted a maximum of 5 ECTS points for participation in these.

#### *Conferences*

PhD students are encouraged to participate in relevant national and international conferences. Participation in international conferences with posters or presentations are assessed higher than just attending, and it is a good idea that the PhD student together with the supervisor are open to this form of qualifying activity.

Each PhD student can be allotted a *maximum of 6 ECTS* points for participation in conferences. One half ECTS point is given per day for participation in a conference *without* paper presentation. One ECTS point is given per day *for* the presentation of papers or posters. There is no distinction made between Danish and international conferences.

#### *Generic Courses*

Generic, or general, courses are those typically arranged at the faculty level in topics shared by all PhD students and which provide for a general competence. There are, for example, courses in instructional education, communication and academic writing (in English). Each PhD student can be allotted a maximum of 5 ECTS points for participation in generic courses. One half ECTS point per day is given for participation in a generic course.

### *PhD Courses (Substance Courses)*

Research courses which are not generic and which provide subject-specific competence are offered both nationally and internationally. One point per course day is given, regardless of whether or not a paper is presented.

It appears that there is a specification for the maximum numbers of points which can be obtained for a particular type of course. It must be underscored that there are no courses which are obligatory. Moreover, in connection with courses which are extraordinarily labour-intensive, there is a good chance to get credited for a larger number of ECTS points than previously mentioned. However, this requires application to the faculty's PhD committee before the course is held.

It is also possible to get ECTS points approved for arranging courses. If this should occur, those extra ECTS points are (in addition to those one gets for participation in the course) considered as generic ECTS points.

Courses are offered at many different institutes. The Danish university institutes of psychology have organised their course offerings in a coordinated fashion – cf. section below on the national research school (Research Degree Programme) – but relevant courses can also be offered by other professions and institutions both nationally and internationally.

The head of the PhD programme shall approve ECTS-awarding courses and seminars – according to those guidelines marked out by the faculty's PhD committee.

### *2. The Danish Research Degree Programme in Psychology*

The Danish Research Degree Programme in Psychology – formerly the National Research School in Psychology—is the most important organiser of research courses for PhD students under this program. The courses offered by the departments involved are open to all PhD students of psychology independent of geography. One of the most important functions of the graduate school is the organisation of research-relevant and subject area-specific courses, seminars and conferences, and the general establishment of research networks independent of geography. Further information on the school is available on its home page: [http://www.psy.ku.dk/forskning/dansk\\_forskerskole](http://www.psy.ku.dk/forskning/dansk_forskerskole)

### *3. PhD students' organisation of own courses*

Doctoral students are encouraged to organise their own courses including all major aspects of any course which they organise: the choice of subject area, lecturers, course structure, course materials, etc. PhD students organising courses will be credited with ECTS according to the above mentioned rules. The arrangement has several aims. The doctoral students know best which subjects may arouse interest. In addition, the organisation and running of a course are among the skills/competences connected with being a researcher.

### **C. Stays at other research departments – in Denmark or abroad**

Ministerial Order no. 7, article 2 mentions that the programme includes “Participation in research activities, including stays at other, mainly foreign, research institutions or in similar ways”. Students are thus required to participate in research environments other than that of their home department and preferably abroad.

## **D. Participation in the university research environment**

Any PhD student is automatically part of the departmental research environment. Various kinds of activities are intended to ensure that the student is involved in the environment, thus gaining insight into and experience with the institutional aspects of research activities.

### *1. Collegiate bodies*

PhD students participate to the maximum extent possible in the meetings of full-time academic staff and are represented in diverse institute committees, namely the Liaison Committee and the Institute Council.

### *2. Study groups*

The PhD study board may take the initiative in having departmental staff regularly organising study groups in which PhD students and one or several other members of staff debate specific topics cutting across the student projects. Such activities also contribute to the continued development of the departmental research environment.

### *3. Centres and Focus Groups*

A large part of the Department's research activity is organised in centres and focus groups – cf. <http://www.psy.ku.dk/forskning/fokusomraader>. PhD students typically enter into a centre or focus area. Even if it is not an obligation but a right, it is still a good idea to investigate whether there is a possibility for a connection, as the organising provides an environment one otherwise would not be a part of.

## **E. Knowledge dissemination – Teaching**

The PhD studies have to contain an element of knowledge dissemination. This requirement may be met through teaching but also through other types of presentation of research, to non-experts in particular. Included with the generic courses (cf. section III.B.1), the faculty shall offer courses in knowledge dissemination and instruction.

## **IV. Rights and obligations**

### **A. Work obligations**

Under the rules governing the PhD studies, the PhD student is under an obligation to work 840 hours for the university over the three-year period. These duties apply to any doctoral student holding a departmental scholarship or an externally financed scholarship, while holders of externally financed scholarships may, in some cases, wish to perform their duties at the external institutions involved. The duties are, in principle, within the purview of the departmental management and are, to the extent that teaching is involved, decided by the head of studies and the head of the PhD programme. For this reason, the head of studies and the head of the PhD programme also decide how the 840 hours are to be converted into classroom instruction hours; the head of studies' custom is to consider 840 hours equivalent to the instruction of two classes during one semester (or one class during two semesters).

The nature of the duties is agreed with the head of studies and the head of the PhD programme, but the department customarily distinguishes between instruction and supervision. The agreement may involve other kinds of work. The student should weigh the different kinds of work in the light of, for example, previous teaching experience. (To students who have not previously taught at the university level, the duties may offer an opportunity to acquire this qualification.)

PhD students can enter at all levels in the programme, both as teacher and supervisor, but no doctoral student can be required to work in a subject area which is far removed from the student's research project. Matters of dispute may be referred to the PhD programme committee.

## **B. Leave of absence, illness, and maternity leave**

In the common faculty rules, <http://www.samf.ku.dk/Forskning/phd/studieforloeb>, a series of conditions are described concerning the extension of the PhD scholarship with referral to the websites having the formal rules.

Varying forms of enrolment extension encompass the points below:

1. Maternity leave, paternal leave, parental leave, adoption leave – with or without pay
2. Sick leave – with or without pay
3. Reduced time
4. Regular leave without pay
5. Postponement of submission deadline for thesis (extended enrolment)

## **V. The stages of the PhD studies**

### **A. Beginning**

#### *1. Application*

Formally, the criteria to be satisfied by the application are not regulated by the regulations for the PhD programme in psychology but the application is assumed to include the following, among other things:

- a detailed project description presenting the contents of the research project proposed;
- a preliminary project schedule outlining the stages of the project to completion, including any agreement on any long-term research stay at another institution;
- any request for a specific supervisor (principal and/or project supervisor);
- particular financial requirements, thorough grounds for which have to be provided;
- the applicant's position on ethical issues involved as well as information on whether the project is intended to be sent to the Research Ethics Committee.

Additional conditions regarding the application can be found on the faculty's website, where there is also a form for completing the application: <http://samf.ku.dk/forskning/phd/ansoegning>.

#### *2. Contract on cooperation*

In the case of PhD scholarships not fully financed by the university or the research councils, a contract on cooperation is drawn up before enrolment. The contract lays down the general terms and the obligations of the parties, including:

- the provision of subject area-related supervision;
- the distribution of work obligations;

- the distribution of the financing of the scholarship;
- data ownership conditions and rights;
- potential anonymity.

Before such a contract can take effect, the project in question has to be approved by relevant experts from the department, the PhD student and the cooperation partner, and it has to be submitted to the PhD programme committee.

The contract is drawn up and signed by the head of department.

### *3. Enrolment*

Formally, the enrolment consists of the Faculty of Social Sciences sending the prospective PhD student an enrolment certificate (indicating the period of employment, salary, pension, etc.). This completes the enrolment of the doctoral student.

Any doctoral student whose primary place of work is the Department of Psychology will have an office and a workstation with the necessary equipment – telephone, computer, access to photocopier, etc. If possible, in practice, the student’s workplace will be near that of the supervisor. The PhD programme committee organises an introductory meeting at which the student has an opportunity to meet more experienced PhD students and possibly the head of the PhD programme.

The department’s website indicates which administrative personnel PhD students shall refer to for which tasks. One will also receive an <http://www.psy.ku.dk/> mail address, which is very important to use, as a large part of the communication to the students occurs via email.

### *4. Individual study plan*

In cooperation with the supervisor, the doctoral student has to draw up a study plan which has to be available as soon as possible and no later than three months after doctoral studies have begun. The study plan serves as a written plan for the course of the PhD studies and has to include the following (cf. Ministerial Order § 9, article 2):

- (1) a time schedule;
- (2) an agreement on the form of supervision, including a specification of the role of each supervisor if several are involved;
- (3) a plan for the PhD project;
- (4) a plan for PhD courses;
- (5) a plan for participation in active research environments;
- (6) a plan for the execution of the work obligations (teaching and any other knowledge dissemination);
- (7) other agreements on professional privileges.

The plan has to be approved by the head of the PhD programme. Once the plan has been approved, it can be uploaded to a shared file at “PUNKT KU”. The procedures are described on the department’s website.

## **B. Proceeding**

### *1. The six-month assessment*

Article 10 of the Ministerial Order states that “During the course of the PhD Programme, the University regularly evaluates whether the PhD student is following the plan and makes any necessary adjustments to the plan.” This is set out by KUFUR in such a way that the six-month assessment of the student’s progress can be completed. Such assessments are made by the head of the PhD programme on the basis of a statement submitted by the principal supervisor. The statement has to be based on a discussion with the PhD student and any other supervisor (any project supervisor and additional supervisor).

The head of the PhD programme is responsible for the PhD student’s principal supervisor confirming in writing that the PhD studies proceed according to plan. The six-month assessment also has to include information on the number of meetings held with the supervisor, on any written output read or not read by the supervisor and on the student’s participation in teaching or courses.

The six-month assessment consists of a paper consisting of a front page and a so-called cumulative process evaluation form which is continuously updated with the above-mentioned information and which can always be found in the students’ web group room at “PUNKT KU”. The front page is printed out and signed, but the process evaluation form remains in the group room, to which the relevant people (students, supervisor, head of PhD programme, administrative personnel) have access (cf. description on the department’s homepage).

If the six-month assessment is not approved, the faculty secretariat is informed of this decision and given separate and detailed grounds. After a hearing of the parties, the student is allowed three months to rectify the inadequacies noted.

After three months, another assessment is performed and, if approval is now obtained, the PhD student continues with her/his studies. If, after the three months of rectification, the assessment is still negative, the Faculty of Social Sciences is informed of the grounds in writing and may, after a hearing of the parties involved, discontinue the student’s enrolment in the PhD program.

The offer to be allowed to rectify inadequacies does not extend the enrolment or employment periods.

## *2. The midway seminar*

The aim of the midway seminar is to allow the PhD student to present at a long seminar her/his scientific work on the PhD project so far. The purpose of this is to provide the doctoral student with an opportunity partly to give a global presentation of the project and partly to receive an assessment from an invited expert researcher (other than the student’s supervisor). The aspects to be particularly discussed are the course of the project, its current status and likely future.

(a) The midway seminar is organised by the PhD programme committee; that is, the board contacts the student and her/his supervisors as well as the expert commentator and is responsible for all practical matters. The programme committee can appoint an anchorperson to be in charge of the organisation of the seminar.

(b) The seminar is held no earlier than after the end of the first year and no later than at the end of the second year. Apart from the principal participants (the PhD student and the expert commentator), the supervisors and departmental staff, including other PhD students, are invited. In addition, any guests particularly invited by the doctoral student may participate. It is encouraged that the seminar be publicised so that other graduate students can participate.

(c) The expert commentator is appointed by the head of the PhD programme in cooperation with the doctoral student and her/his supervisors. The purpose of the seminar is best served if the supervisor maintains a low profile in connection with the discussions led and sees his/her own part in the seminar as one of primarily providing information and clarification.

(d) The course of the seminar, which is to last for no more than three hours, is as follows:

1. The student spends approximately half an hour (a maximum of 45 minutes) on presenting the project: the original project description; changes to the project as well as the reasons for these; the empirical data collected; the current state; and the likely completion. Aspects which the student would like the commentator to discuss or comment on may be emphasised.

2. The original project description, a brief summary of the course of the project, the half-yearly reports, any text which the PhD student wishes to have included in the seminar and any core question to be debated will have been sent to the commentator. On the basis of this material and the PhD student's presentation, an assessment of the course of the project and of the project itself is given, the emphasis being on possible suggestions for improvement and on collegial debate. The commentator has half an hour at her/his disposal for this part.

3. One break is provided, if necessary.

4. The PhD student replies to the contribution from the commentator; a debate may take place between the doctoral student and the commentator.

5. The floor is open to comments, questions and contributions from the audience.

### *3. Applications concerning travel, courses, etc.*

Justifiable applications for the covering of travel expenses are sent to a specific mail account using a designated form. This form can be found on the department's website. The completed form and approval from the supervisor is mailed to a specific mail account <mailto:phd-rejseansoegninger@psy.ku.dk>, where it is handled first by the head of the PhD programme and next by the department's leadership. Other standard rates ('dagpenge', for example) can likewise be found on the website. Expenses covered primarily include conference participation with a presentation by the applicant, invitations to short-term research stays, etc.

The same procedure is used when applying for courses and 'other', which may be various software/hardware that one can use for handling data. One can apply at: <mailto:phd-ansoegninger@psy.ku.dk>.

### *4. Enrolment period extensions*

On the basis of a motivated application from the doctoral student, the head of the PhD programme may decide to postpone the submission deadline by a period of no more than six months and thus extend the period of enrolment. Any further extension up to a maximum of one year requires the approval of the head of the graduate school. The application has to carry the signature of the principal supervisor and the head of the PhD programme.

### *5. The thesis*

The thesis has to reflect the course of the PhD studies and may either be a monograph or consist of a number of academic articles. If the thesis is in any other language than Danish, Swedish, Norwegian or English, the author has to seek permission for this from the PhD study board.

An 'article' thesis shall be prefaced by a summary which shall meet two goals:

- (a) Connect the articles to a thematic context which clarifies the continuity as well as the PhD courses' accumulated results. The summary shall have the character of an overview.
- (b) If the articles do not contain a collected reflection/discussion of the PhD project's central concepts and methods, then the summary must contain such. The summary will typically encompass 20 to 40 pages and only rarely exceed this.

If some of the articles have been co-authored with others, a statement on the PhD student's contribution is made for each article, and the so-called Vancouver rules are followed as much as possible.

Even if the research project has had several participants, the thesis can not have several authors. It is the scientific work of an individual and has to satisfy the general principles of such work. If the thesis includes client data which cannot be made anonymous, the author or the scholarship sponsor may demand that parts of the thesis not be disclosed except to the assessment committee. Similar circumstances may hold in the case of any externally financed scholarship, in which case this has to appear from the contract on cooperation. In these cases, a substantial portion of the thesis will be made publicly available with the additional material being assembled in an appendix, which can only be delivered to the assessment committee. The PhD degree is given on the basis of the publicised material.

## **C. Submitting and defending the thesis**

### *1. Thesis submission and supervisor statement*

The completed thesis and a summary in English are to be submitted by the PhD student no later than on the date on which the enrolment in the PhD program expires. Five copies of the thesis have to be delivered to the faculty secretariat. In addition, the thesis has to be sent in PDF format to: [phd-indlevering@samf.ku.dk](mailto:phd-indlevering@samf.ku.dk).

At the time of the final six-month assessment, it will be made clear that the supervisor statement has to be submitted no later than with the submission of the thesis. It will typically be the case that the student's process descriptions in connection with the six-month evaluations will form the basis for the final supervisor statement.

The principal supervisor writes the supervisor statement in consultation with any project and additional supervisor. The supervisor statement has to be given no later than with the submission of the thesis. At minimum, the statement has to include the following items:

- the name and address of the PhD student;
- the PhD study programme governing the student's PhD studies and the title of the individual study plan;
- the date on which the studies were begun, the original enrolment period, any credit transfers, any period of leave or illness which has led to an extension to the enrolment period, any period of part-time study, any rectification period;
- based on the agreed study plan and the six-month assessments, information has to be provided on how the individual parts of the student's studies have been completed in view of the requirements of section 10 of the Ministerial Order, including information on:

- (a) how the requirement of approximately six-months of course participation has been satisfied. The individual parts have to be listed (their credit weights may be included). The statement has to indicate whether the student's participation was satisfactory;
  - (b) in what ways the student has formed part of several active research environments in Denmark and/or abroad;
  - (c) how the student has acquired experience in teaching or other forms of knowledge dissemination.
- a final conclusion stating whether the overall studies have been satisfactorily completed.

If the principal supervisor indicates in the supervisor statement that the PhD programme has not been satisfactorily completed, the student then has a two-week timeframe in which to submit comments regarding the statement (Ministerial Order no. 14, part 2). The head of the graduate school evaluates based upon the principal supervisor's statement, the PhD student's possible comments, and the half-yearly evaluations whether the total PhD programme has been satisfactorily completed. If the head of the graduate school evaluates that the course has not been satisfactorily completed, then the PhD student is given up to 3 months to rectify the course. The PhD student has the option to complain to the dean about the head of the graduate school's determination within two weeks after the determination has been sent to the student. If the student accepts the offer, the enrolment period is extended accordingly. Thereafter, a new evaluation will be made. The PhD student again has the option to complain to the dean about the head of the graduate school's determination within two weeks after the new determination has been returned to the student. If the PhD programme is not satisfactorily completed, the PhD student will be de-enrolled. The PhD thesis can only be taken under assessment if the head of the graduate school evaluates that the total PhD course has been satisfactorily completed (cf. Ministerial Order no. 15).

The head of the PhD programme is responsible for the supervisor statement being prepared and for its satisfying the above requirements. A copy of the statement has to be sent to the student.

## *2. Appointment of the assessment committee*

Only if the institution assesses that the overall PhD studies have been satisfactorily completed can the thesis be subjected to assessment.

A proposal for an assessment committee is obtained from the primary supervisor, who contacts the members proposed, obtains preliminary acceptance from them and agrees with them on a time frame for the work of the committee. The committee consists of three people who have to be professors, full-time associate professors or possess similar qualifications. A minimum of two members have to be external, i.e. not employees of the University of Copenhagen (nor externally financed employees). At least one of the assessors must be from a foreign country, unless this is inappropriate on academic grounds. It ought to be the aim that both genders are represented in the committee. In special cases, the rector of the University of Copenhagen may, at the suggestion of the Academic Council, grant an exemption from this rule.

The proposal is sent to the head of department who contacts the proposed members. The committee is established immediately after the thesis is handed in.

The PhD student's supervisor(s) cannot be member/members of the assessment committee, but the principle supervisor may participate in the committee without voting rights. As appointed, the principal supervisor is available with a view to answering clarifying questions about the completed PhD course and the academic progression in the PhD student's research project. With this goal in

mind, principal supervisors can be invited to participate in the assessment committee's possible meetings.

The composition of the assessment committee has to be approved by the dean.

The PhD student is informed of the composition of the assessment committee and may register an objection about the composition to the members within a time limit of no less than one week. The PhD student is then informed of the final composition of the committee.

At the appointment of the committee, a deadline is set for its work. No later than 14 days after this time, the committee chair has to inform the faculty secretariat of the preliminary date of the defence.

The preliminary assessment has to be available no later than two months after the submission of the thesis.

### *3. Assessment of the thesis*

The task of the assessment committee is to decide whether, through the thesis submitted and the subsequent defence, the author has shown that s/he has carried out a scientific project by means of independent application of the scientific methods of the field and thus has made a contribution to the furthering of research at a level corresponding to the international standard of PhD degrees in the subject area.

Within two months of the submission of the thesis, the committee has to submit a thorough account and assessment of the contents of the thesis. The assessment has to include a recommendation by all or the majority of the members on whether the thesis in its present form should be considered suitable as the basis for awarding the PhD degree.

If the thesis is suitable for defence, the author is notified and sent a copy of the recommendation. The committee's assessment has to be submitted to the dean. The faculty secretariat sends a copy to the head of department and the head of the PhD programme. The dean may, if s/he deems necessary, return the assessment to the committee for supplementary additions or revision. If approved by the dean, the assessment is sent to the PhD student.

If it causes no delay to the defence, the committee chair may allow limited changes or supplementary additions to the thesis prior to or in connection with the defence.

If, according to the recommendation from the assessment committee, the thesis is not suitable for defence, then the head of the graduate school, on the basis of the assessment committee's recommendation plus the author's and primary supervisor's possible comments, must make one of the following determinations (Ministerial Order no.18 , section 4, points 1-3):

1. That the defence cannot take place.
2. That the PhD thesis can be resubmitted in revised form within a deadline of 3 months. If the thesis is submitted again, it is assessed by the previously appointed assessment committee unless certain conditions dictate otherwise.
3. That the thesis is taken under assessment by a new assessment committee.

The author has the possibility to complain about the head of the graduate school's determination within a deadline of two weeks after the author has received the determination. The written complaint must be thorough.

The department will notify the PhD student if it has been determined that the thesis cannot be defended in its present form. If the thesis is resubmitted in a revised version, it is assessed by the previously appointed assessment committee unless special circumstances apply. The revised thesis has to be submitted once again in five copies as well as in PDF format. A description of where revisions and/or additions have been made compared to the original thesis also has to be submitted. The revised thesis is sent to the assessment committee and a deadline for a new preliminary assessment is set.

If the determination is still negative, the assessment is sent to the author, who is allowed to put forward her/his comments within a time limit of between two and four weeks. The assessment committee subsequently makes its final recommendation.

#### *4. Guidelines concerning the defence of PhD theses*

The present guidelines apply to the defence of PhD theses submitted for assessment to the Department of Psychology at the University of Copenhagen. The guidelines supplement and make more specific the regulations laid down in the Ministerial Order on the PhD Course of Study and on the PhD Degree (Ministerial Order no. 114 of 8 March 2002).

Under special circumstances, the head of the PhD programme may grant exemption from the part of the rules laid down by the department alone (cf. section 30(2) of the Ministerial Order).

The formal defence takes the same form as the public defence of a Danish post-doctoral dissertation. That is, the defence is not a lecture on the basis of a set topic but a defence involving a proper dialogue between the student/author and the opponents. The defence chair may and should allow others to contribute during the defence (cf. section 23 of the Ministerial Order). The defence is intended as a dignified conclusion to the PhD studies.

#### *5. Distribution of responsibility*

The department decides the time and venue of the public defence (cf. section 22 of the Ministerial Order). The announcement of the defence has to mention explicitly that the doors of the defence room will be closed at the precise time stated.

The defence is chaired by a member of the academic staff of the department (an associate or full professor) appointed by the PhD programme committee. The supervisor cannot be appointed chair of the defence. The chair has overall responsibility for the defence procedure being in accordance with the Ministerial Order and the present guidelines.

The departmental secretariat arranges the following details with the assessment committee chair:

- (a) the date of the defence;
- (b) reservation of a suitable room;
- (c) suitable arrangement of the room (through the caretaker office): a reasonable number of chairs, lecterns for the PhD student and an opponent, chalk, water and a working overhead projector as well as any other items required such as video player, multimedia projector, etc.;
- (d) the practical arrangements concerning the (sound/video) recording of the defence;
- (e) publication of the time and place for the defence in the university newspaper, the faculty's weekly newsletter, the university's web portal: [www.ku.dk/portal/meddelelser/](http://www.ku.dk/portal/meddelelser/), on the department's homepage and other postings.

## 6. *The allotted time between submission and defence*

The defence takes place after the assessment committee has made its preliminary recommendation and no later than three months after the submission of the thesis (section 20 (2) of the Ministerial Order).

In very special cases (section 20 (3) of the Ministerial Order), the faculty/department may decide to postpone the defence. Such postponement presupposes a reciprocal agreement among the parties involved on, among other things, when the defence can take place.

One to two breaks/pauses may be included in the formal defence. These have to be included in the total time allowed for the defence. The defence chair is responsible for ensuring that the defence does not normally exceed three hours.

## 7. *Organisation of the formal defence*

The purpose of the formal defence is to provide the student with an opportunity to give an account of the work done and to defend the thesis before the members of the assessment committee and any other person whom the chair allows to make a contribution (section 23 of the Ministerial Order). The time limits stated below are maximum limits.

The course of the defence:

1. The formal defence is opened by the defence chair, who introduces the student/author (by name and stating the title of the thesis), as well as the members of the assessment committee. The chair outlines the overall course of the formal defence.
2. The student is subsequently allowed to give an account of the main findings presented in the thesis. A maximum of 30 minutes is allowed for this part.
3. The floor is subsequently given to the ordinary members of the committee so that they may discuss the thesis with the student. Each of these members is allowed a maximum of 30 minutes for her/his contribution including the student's reply.
4. The defence chair may then allow members of the audience to make contributions. Any member who wishes to make a contribution has to register with the defence chair during an interval in the course of the defence. A maximum of 30 minutes is allowed for this part.
5. The assessment committee chair brings the formal defence to a conclusion. In addition to debating the thesis with the student, the chair should also state the reasons for the committee's preliminary recommendation.
6. The defence chair closes the formal defence by asking the assessment committee to consider *in camera* the conclusion with which it wishes to close its final recommendation (the deliberations should be in a room suited for the purpose and in the immediate vicinity of the room in which the formal defence has taken place). The assessment committee chair subsequently reads the conclusion, closing with the final recommendation to the PhD student and the audience. In the case of *unanimity*, the conclusion of the recommendation may read as follows:

“At the public defence of her/his thesis, (name) has fully documented that s/he satisfies the requirements of section 3 of the Ministerial Order and we, therefore, unanimously recommend that the academic council confer the degree of PhD on (name).”

If the assessment committee *does not agree, the minority* being of the opinion that, during the course of the defence, points emerged which must result in changes being made to the preliminary recommendation, the final conclusion of the recommendation may read as follows:

“At the public defence of her/his thesis, (name) has documented that s/he satisfies the requirements of section 3 of the Ministerial Order and the assessment committee majority, therefore, recommends that the academic council confer the degree of PhD on (name).”

If *the assessment committee majority (possibly the entire assessment committee)*, is of the opinion that, during the course of the defence, elements appeared which must result in major changes to the preliminary recommendation, the final conclusion may be postponed and the closing wording may read as follows:

“At the public defence of her/his thesis, (name) has not documented that s/he satisfies the requirements of section 3 of the Ministerial Order and we therefore unanimously”... (or “the committee majority”, if applicable) ... “cannot recommend that the academic council confer the degree of PhD on (name).”

As soon as possible, more detailed reasons stated in writing have to be added to this recommendation before it is passed on to the academic council. At the same time, the PhD student is allowed to comment, within a time limit of two weeks, on the reasons given in writing by the committee.

7. The defence has to be recorded on tape. The tape is subsequently sent to the PhD student – possibly, with the PhD degree certificate.
8. The department of psychology allots the PhD student an amount (currently 1,000 Danish crowns) to hold a reception afterward. This is arranged by the PhD student or on his/her initiative.

#### *8. The assessment committee recommendation (after the defence)*

At the end of the defence, the assessment committee makes a final evaluation of whether the author can be recommended for the PhD degree. Regardless of the result of the discussion, the committee shall immediately verbally inform the author of the final recommendation, or if the author is not informed verbally, then the final recommendation will be made available. One week after the defence at the latest, a final written recommendation will be made available. The recommendation has to be substantiated and any disagreement has to be dealt with by a majority vote.

If the assessment committee is in unanimous agreement, it makes a final written recommendation to the faculty as soon as possible and no later than two days after the formal defence. A thorough and satisfactory recommendation having been made prior to the defence, it will suffice that the members of the assessment committee sign the accompanying records, thus certifying that the formal defence and the replies given to the questions posed were, in their opinion, satisfactory and that, for this reason, they recommend to the faculty that the degree of PhD be conferred on the candidate.

If the members of the committee are not in agreement that they should recommend that the degree of PhD be awarded, the committee makes a recommendation as soon as possible, which the author is allowed to comment on within a time limit of two weeks, after which the committee makes its final recommendation (section 18).

### *9. Conferral of the degree of PhD*

In the usual case (that is, if the recommendation is unanimous), the degree of PhD is awarded by the dean on the authority delegated by the academic council. At its first subsequent meeting, the academic council is informed of any PhD degree conferral.

In other cases, the matter is submitted to the academic council for decision:

1. If a minimum of two members of the assessment committee recommend that the degree of PhD be conferred, the PhD degree is awarded.
2. If only one member recommends that the PhD degree be conferred, the academic council may, with a majority vote of two thirds of the members entitled to vote, decide that the thesis is to be assessed by a different assessment committee if the author so requests within a time limit of no less than one week.
3. If no member of the assessment committee recommends conferral of the degree, the thesis cannot be assessed by a different assessment committee.

The assessment procedure has not been concluded until the academic council has decided whether to award the degree.

### *10. The PhD degree certificate*

The faculty issues a PhD degree certificate. The certificate is issued in Danish and English and has to include information on the subject area and the topic of the thesis as well as information on the PhD study program completed. The certificate is signed by the rector of the University of Copenhagen and the dean of the Faculty of Social Sciences. In addition, information on the conferral is submitted to the Danish Research Agency, included in the Annual Report of the University of Copenhagen, etc.

At the request of any PhD student on whom the PhD degree is not conferred, the faculty issues Danish and English-language documentation to the student concerning the parts of the PhD study program which have been satisfactorily completed.