

Regulations for the PhD Programme in Psychology
Department of Psychology, University of Copenhagen
(The general PhD Study Programme in Psychology)
Updated September 2015.

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

www.psy.ku.dk
www.psychology.ku.dk

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Regulations for the PhD programme in Psychology

The current Danish University Act (Universitetsloven) (see Ministerial Order no. 367 of 25 March 2013) and the PhD Order (see Ministerial Order no. 1039 of 27 August 2013) form the legal framework for the PhD programme and the award of PhD degrees at the University of Copenhagen (UCPH). Other Danish legislation etc. is applicable where relevant, e.g. the Danish Public Administration Act (Forvaltningsloven).

The general rules and guidelines for the PhD programme at the University of Copenhagen (UCPH) lay down supplementary internal rules concerning admission, the organisation of the programme, the appointment of the principal supervisor and any additional supervisors, the supervision of the PhD student as well as the writing, submission and defence of the PhD thesis (see section 25 of the PhD Order). The general rules and guidelines of the UCPH lay down the common standards for all PhD programmes at UCPH and constitute the University-wide minimum rules:

http://samf.ku.dk/phd-skolen/pdf/general_rules_and_guidelines_phd_ucph.pdf. Each faculty lays down its own supplementary provisions.

The guidelines from the Department of Psychology supplement the above mentioned rules and guidelines.

I. Aim

The aim of the PhD Programme in Psychology at the University of Copenhagen is for admitted students to acquire basic and specialized research competence. They do this through their independent application of the scientific methods of the field and by making a research contribution at a level corresponding to the international standard of PhD degrees in their subject area. The PhD studies lead to acquisition of general methodological and theoretical research skills. The PhD program qualifies the student to independently carry out research and teaching assignments at an international level within the discipline of psychology.

II. Structure

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

An advisory PhD programme committee has been set up at the Department of Psychology consisting of an elected programme leader and three elected PhD student as well as two representatives from the academic staff selected by the head of department. The programme committee has, among other duties, the responsibility for the regulations of the PhD programme in psychology. Information about the PhD studies at the Department of Psychology is regularly updated at:

http://psychology.ku.dk/phd_programme/

III. The PhD Programme in Psychology

A. Supervision and Grants

1. Supervision categories

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 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.

The Project Supervisor is responsible for supervision on the project content. The project supervisor may be identical with the principal supervisor.

One or more *additional (secondary) supervisor* may be attached during the programme 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.

2. *Change of supervisor*

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

3. *Programs*

5+3 Program

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).

4+4 Program

For the PhD program 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 study board at the Department of Psychology in collaboration with the head of studies. 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 practicum and the Master's Thesis 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) parallels the 5+3 system.

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 and/or (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, and/or (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.)

3+5 Program

Students may, as part of the University's joint initiative be enrolled as 3 + 5 PhD students.

Enrolment as 3 + 5 student requires that the student meets the admission requirements for the MA program in Psychology and is assigned a 3 + 5 scholarship. The enrolment must first be approved by the study board at the Department of Psychology in collaboration with the head of studies. The first year is identical to the first year of the MA program in Psychology. The four subsequent years are equivalent to the 4 + 4 PhD study program in Psychology.

B. Courses and seminars

Research courses (national and international) are an important part of the PhD studies. Any PhD 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:

1. 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.

2. 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 or poster 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.

3. 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.

4. 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 is also possible to get ECTS points for arranging courses. In that case, those extra ECTS points area (in addition to those one gets from participation in the course) considered as generic ECTS points.

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

C. Participation in other research departments – in Denmark or abroad

Students are required to participate in active research environments other than that of their home department and preferably abroad. The requirement can be met in many ways and adapted to suit the nature of the research project. The principal supervisor has a special responsibility for ensuring that the PhD student has the opportunity to establish contacts with researchers outside UCPH. Time spent studying abroad is not a requirement, but should be encouraged as much as possible.

D. Knowledge dissemination

Knowledge dissemination is a mandatory part of the PhD study program. The requirement to disseminate research can be fulfilled in various ways. The PhD student may write feature articles or analytical articles for newspapers, short articles, texts for relevant homepages, or appear in a professional capacity on TV, radio or in other media. The knowledge dissemination can take place through Danish or international media. PhD students who do not disseminate their research either

on their own or with the help of their departments, must take the generic course in knowledge dissemination offered by the graduate school.

IV. Rights and obligations

A. Work obligations

The PhD student is under an obligation to work 840 hours for the university over the three-year period. These duties apply to any PhD 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 decided by the head of studies (if teaching is involved) and the head of the PhD programme.

PhD students can enter at all levels in the programme, both as teacher and supervisor, but no PhD 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.

V. The stages of the PhD studies

A. Beginning

1. 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 PhD student.

2. Individual study plan

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

B. Proceeding

1. The ten-month assessment

The ten-month assessment has to be based on a discussion with the PhD student, the principal supervisor, 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.

If the ten-month assessment is not approved, the faculty secretary is informed 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.

The ten-month assessment is followed by assessments 22 and 30 months after enrolment.

2. The midway seminar

The aim of the mandatory midway seminar at the Department of Psychology is to allow the PhD student to present at a long seminar her/his scientific work on the PhD project so far. The seminar is

held within the second year of the PhD studies. The purpose of this is to provide the PhD 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.

3. Enrolment period extensions

On the basis of a motivated application from the PhD 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 faculty's graduate school. The application has to carry the signature of the principal supervisor and the head of the PhD programme.

4. 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 that 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 in accordance with the Vancouver rules.

Even if the research project has had several participants, the thesis cannot 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 dissertation

1. Dissertation submission and supervisor statement

The completed dissertation 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. Send your thesis in PDF format in an e-mail to phd-indlevering@samf.ku.dk.

At the time of the final 30-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 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.

2. Assessment and defence.

See the general rules and guidelines of the UCPH for information about assessment and defence:

http://samf.ku.dk/phd-skolen/pdf/general_rules_and_guidelines_phd_ucph.pdf

3. 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 that have been satisfactorily completed.