

**MANUAL FOR THE PHD
PROGRAM IN SOCIOLOGY
DEPARTMENT OF SOCIOLOGY
UNIVERSITY OF COPENHAGEN**

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INTRODUCTION

The Department of Sociology at the University of Copenhagen takes a broad approach to sociology, reflected in the courses offered and in ongoing research activities. It provides diversity in terms of both theoretical orientations and methodologies. Major areas of departmental interest include knowledge, uncertainty and trust, welfare and change, sociology of culture, work and organisation as well as politics and social change.

The department's PhD program is part of the *Copenhagen Graduate School of Social Sciences* <<http://samf.ku.dk/phd-skolen/english/organisation/>>.

The program of study consists in general of:

- The completion of a major independent research project under the supervision of a member of staff. The resulting PhD thesis takes the form of a monograph or a combination of articles
- Coursework, approximately one semester of study totaling 30 ECTS
- Teaching and supervision of BA and MA students or similar educational elements, corresponding to approximately 500 hours of work (this is not mandatory for some externally funded students)
- Participation in other research milieus, primarily abroad
- Presentation of two papers at evaluation seminars

The PhD degree is awarded after the successful completion of the program and after the PhD thesis has been accepted by an assessment committee, usually containing at least one member from abroad.

There are in principle three different options within the PhD program. The most common is the 5+3 option (the application is based on a three-year bachelor's degree and a two-year master's degree in sociology or qualifications equivalent to this). The second option is the 4+4 (only one year for the master's) and the third option is the 3+5, where you apply as soon as you complete your bachelor degree. The last option is currently not in use in this department. The program is open to both Danish and international students. In order to be accepted as a PhD student an independent sociological research project proposal has to be approved by the department and the program of study has to be funded for three years.

Grants are announced by the department at relevant intervals. Funding may also be obtained from other sources. In the latter case, it is up to the PhD student to provide funding. Read about how to apply at the homepage of the Copenhagen Graduate School of Social Sciences:

<http://samf.ku.dk/phd-skolen/english/applicants/>

PhD projects should contain sociologically relevant research questions and first and foremost use sociological theories and methods. Applicants should have a sociological (or comparable) educational background.

Based on the principle that processes of learning and thinking are always social in nature, every enrolled PhD student is expected to contribute to the ongoing academic discussions at meetings and seminars. Apart from in-house presentations of projects, PhD students are also expected to present papers at international conferences.

There are currently about 25 PhD students at the department. Every effort is made by the department and in the PhD group to promote an inclusive and inspiring milieu that is responsive to individual needs and interests. This is supported by a monthly meeting with various relevant topics and presentations of papers. The meetings are usually on the last Tuesday in the month.

STARTING OUT AS A NEW PHD STUDENT

As soon as you receive permission to enroll as a PhD student, you will be added to the department's e-mail list, even if you are not due to begin your studies for another month or two. If it doesn't happen automatically please contact the PhD secretary. This is for practical reasons and to ensure that you receive the appropriate information. PhD students are allowed to attend courses and seminars before their studies formally start.

The secretary will arrange a meeting with the Head of the PhD program, the Head of Studies and the PhD secretary on the first day of your employment or at the earliest possible opportunity thereafter. On this occasion, you will have the opportunity to ask the Head of the PhD program questions about:

- Conditions and rights concerning supervision
- General rules and advice concerning the PhD thesis and defence
- Obligations, conditions and rights concerning internal evaluations, ECTS points and PhD courses
- Conditions and rights concerning participation in conferences
- Conditions and rights concerning a long-term research stay abroad
- Phd-specific and general meetings, seminars and research group affiliations at the department
- Other things concerning your PhD education/employment (please prepare questions)

You will at this occasion also have the opportunity to talk with the Head of Studies about your teaching obligations. Such obligations usually concern only PhD students funded by the department, but externally funded students should meet with the Head of Studies if they wish to teach.

You will also at this occasion meet the PhD secretary, who will help you with practical questions concerning your employment and also designate one of the other PhD students as your point of contact (mentor).

You are expected to write a brief description of your PhD project and send it by mail to the members of the academic staff of the department, and also to make a short presentation of your project at the monthly PhD morning seminar (see below). Contact the PhD secretary to find a date.

After three months the student (with support from her/his supervisor) should have composed a preliminary *PhD plan* for the whole three-year PhD program. At this point the student should arrange a meeting about the plan with the Head of the PhD program (the Head of Studies if relevant) and the supervisor (and co-supervisor).

As a minimum the individual PhD plan must describe the following elements of the student's work:

- Time schedule
- Agreement on the type and scope of the supervision
- Plan for completing the project
- Plan for participation in PhD courses (including plan for ECTS points)
- Plan for participating in active research communities
- Plan for teaching activities and knowledge dissemination
- Plan for research stay abroad

External students may have an e-mail address at the institute or use another. Please coordinate with the PhD secretary. To the extent possible the PhD student should have an office in the department for 6-12 months. This is coordinated individually. Please remember to notify both your place of employment and the department when you are ill or on vacation.

SUPERVISION

Every PhD student is apportioned one principal supervisor. The Head of the PhD program appoints the principal supervisor and any supplementary supervisors. The PhD student may propose potential supervisors, but the Head of the PhD program makes the final decision. The principal supervisor is appointed in connection with the enrolment of the PhD student.

It is possible to be allocated a co-supervisor if the PhD student can argue that there are substantial grounds for it and the Head of PhD Program agrees, but it is not a rule that a PhD student should have two supervisors. A potential co-supervisor should be based outside the department but must be a senior lecturer/associate professor, a professor, or in possession of equivalent qualifications. The co-supervisor assists the principal supervisor. His/her tasks are agreed on by appointment and will normally include academic sparring in connection with selected areas of the research project. The total amount of supervision will remain the same when having a second supervisor. Hence, the main supervisor will in case of co-supervision correspondingly supervise less.

Supervision is a crucial element of the PhD program. Therefore, it is very important that both the supervisor and the student are clear and communicative about their goals, demands, expectations and opinions throughout the process. In their first meeting, supervisors and students are advised to have a detailed conversation about the elements of supervision and their mutual expectations from one another. Regarding all aspects of the PhD program, from teaching to planning your future career, the supervisor is the first point of contact for the PhD student, followed by the Head of the PhD program.

Every research project is unique; and so are the nature, amount and extent of supervision associated with it. Generally, supervisors have contact with their students once a month. It is the students' responsibility to consult with their supervisors regularly and to make sure there is progress on their dissertation as agreed with their supervisors. For PhD students, one of the best ways to ensure that progress is taking place in line with mutual expectations and demands is to be as detailed and concrete as possible in the half-year assessment reports that both parties sign.

Although the principal duties of the supervisor are associated with the dissertation, supervisors also have a broader function in that they are expected to provide guidance and information on all aspects of the PhD program. The supervisor is responsible mainly for:

- Reading and commenting on the PhD project
- Discussing not only theoretical and methodological aspects, but also the practical planning of the research project with the student
- Staying in regular contact with the student and playing an active role in his/her research activities
- Holding regular conversations with the student about the broader plans regarding the PhD program and ensuring that progress is taking place accordingly
- Discussing relevant courses, conferences and publication options with the PhD student and actively introducing him/her to relevant national and international research networks
- Advising the student about work requirements such as teaching and other knowledge dissemination activities
- Advising the student about future career prospects
- Taking part in the assessment work and the defence of the PhD thesis

In the course of supervision, the PhD students are expected to:

- Stay in regular and close dialogue with their supervisor
- Contact the supervisor well in advance in connection with planning their research activities
- Establish clear goals, demands and expectations about the supervisory function – preferably from their first meeting with their supervisor – and ensure, through half-yearly assessment reports, that these are met according to the satisfaction of both parties
- Keep the supervisor informed about activities they are engaged with relating to the PhD work and matters affecting the work, such as progress of their project, PhD courses, study opportunities abroad or field study plans, teaching and other knowledge dissemination activities, administrative tasks etc.
- Set aside dates for supervisory meetings, agree on agendas and deadlines and forward texts as agreed by both parties in order to get feedback
- Consult with their supervisors with regard to their future career plans in academia or elsewhere

If for any reason the supervisor is not living up to the requirements or expectations regarding the PhD program, students are advised to consult directly with the Head of the PhD program.

The PhD student may apply for a change of supervisor. The first step in this process is to set up a meeting with the Head of the PhD program. Following consultation with the Head of Department, the Head of the PhD program makes the decision on any change of supervisor. The supervisor concerned must be heard in connection with the change. In extraordinary cases, the Head of the PhD program may replace the principal supervisor without the PhD student's request.

PHD MENTOR

When a new PhD student arrives at the department the PhD secretary will assign the student a PhD mentor. The mentor is an older PhD student who will help acquaint the student with colleagues and different practicalities concerning the PhD program. All PhD students can expect to be selected as a mentor at least once, usually during the first year.

REGULARY ASSESSMENT

The Faculty of Social Sciences conducts written assessments of all its PhD students during their studies. The Faculty Secretariat sends a reminder to the PhD student that it is time to prepare the mandatory assessment report. The PhD student and the principal supervisor schedule a meeting to discuss the work and progress of the student. You can choose to have the conversation based on the question guide, which is part of the assessment form. The mandatory evaluations are to take place as follows:

For 5+3 PhD students the evaluation must take place after:
10 months of enrolment
22 months of enrolment
30 months of enrolment.

For 4+4 PhD students the evaluation must take place after:
10 months of enrolment
22 months of enrolment
34 months of enrolment
42 months of enrolment.

For 3+5 PhD students the evaluation must take place after:
10 months of enrolment
22 months of enrolment
34 months of enrolment
46 months of enrolment
54 months of enrolment.

When the assessment report of a PhD student has been signed by both the PhD student, the principal supervisor and the head of the PhD programme, the report (or a copy thereof) is forwarded to the Faculty Secretariat either in the shape of a paper copy or as a scanned document in PDF format.

Following each assessment, the cumulative form, which by the end of the study programme will form the basis of the principal supervisor's final report that will accompany the thesis when it is submitted, is updated. Eventually this document will make up (a part of) the diploma supplement.

MANDATORY PHD SEMINARS

Monthly morning seminar

Typically, the department holds a morning meeting once a month during the semester, at which PhD students and the Head of the PhD program meet to eat breakfast and discuss the content and rules of the PhD program. A researcher may be invited to these meetings to provide academic input, which often leads to lively and fruitful discussion. However, mostly the morning meeting is used for evaluation seminars (see below) and to give new PhD students an opportunity to present their projects. The seminars are mandatory. If you will be absent from a seminar you need to notify the Head of PhD well in advance. The seminars are usually on the last Tuesday of each month from 9 to 11am.

A yearly summer seminar

Every year a two-day seminar outside the university campus takes place. This seminar is organised by PhD students (with support from the PhD secretary and the Head of the PhD program) and focuses on different aspects of the PhD program. Guests may be invited in order to highlight these aspects (e.g. assessment of the PhD thesis, study abroad, postdoc options). The summer meeting can

also include evaluations of and presentations by PhD students. The seminars are mandatory. They are usually held on the first Tuesday and Wednesday in June every year. Please plan accordingly.

Evaluation seminar

Each PhD student is to be evaluated twice during their course of study. The first evaluation should take place approximately one year into the program, the second after approximately two years. The PhD student mails the PhD secretary and applies for an evaluation.

At the seminars, the PhD student will give a 2–3-page written presentation of his/her project and work to date, as well as a 20–30-page draft of a section of his/her thesis. The student will receive feedback from both a fellow PhD student and a senior researcher (usually a member of the academic staff at the department). Both are selected well in advance by the PhD student, in consultation with his/her supervisor. Opportunities will also be provided for feedback, as well as a more general academic discussion, with all the staff and students present. The principal and secondary supervisors are expected to contribute during the feedback part of the process, but it is appropriate for them to keep a low profile during the discussions.

Unless there are compelling reasons for absence, participation in the evaluation seminars is compulsory for all of the department's PhD students, whether or not they are presenting their own project.

All PhD students, as well as the Head of the PhD program, are expected to have read the papers of those who are scheduled to receive feedback. To facilitate this, the paper authors must mail all the participants at least two weeks before the seminar so that they receive the papers in good time.

Students scheduled to receive feedback are personally responsible for ensuring that his/her two opponents receive copies of the papers in time.

Each PhD student due to receive feedback is allocated 1½ hours of seminar time. The timetable for the seminar is as follows: the student spends the first five minutes accounting in brief for his or her paper. For the next 30 minutes, the peer opponent discusses the paper sympathetically but also raises critical questions – albeit in a constructive manner. The next 30 minutes are allocated to the senior opponent, who is also expected to be friendly and exhibit solidarity, albeit in a critical yet constructive manner. The timetable includes time for contributions from others, including other PhD students.

It is stressed that the opponents should express themselves in a constructive manner, since they have a responsibility to reflect upon how their criticism can be used by the student to improve his/her PhD project. Purely negative criticism is inappropriate, and the chair has the right to intervene and ask how the opponent thinks the criticism might be used constructively by the student.

Every time that an opponent provides input, s/he must take into account that the student must be afforded 10–15 minutes in which to respond. However, the seminar does not constitute a full-scale thesis defence, so the student has no need to feel nervous or embarrassed, either in advance of or during the seminar. In many cases, it will probably be most appropriate for the student simply to

take note of the comments, or to respond to the critical remarks in a way that outlines how they may be used to improve his/her thesis work.

After the evaluation, it is recommended that the student meets with his/her supervisor in order to discuss the critique and suggestions put forward at the seminar.

PHD COURSES

The PhD program includes coursework of approximately one semester of study, totaling 30 ECTS.

There are “generic” (general) courses arranged at Graduate School of Social Sciences <<http://samf.ku.dk/phd-skolen/english/courses/>>. The topics of these courses are relevant to all of the faculty's PhD students. The students are to gain general competence in, e.g. pedagogy, communications, writing scientific papers in English, etc.

The sociology courses, on the other hand, are typically offered by the department. See the website: Research – PhD student – PhD courses. They are usually first announced by e-mail and also posted at www.phdcourses.dk.

Taking a generic introductory course and a sociological project design course in the first semester of the program is mandatory. The department regularly offers courses in sociological theory and methods (sometimes in cooperation with the Sociology departments at Aalborg and Lund University).

PhD students may also take courses at other departments and universities, both nationally (<http://phdcourses.dk/>) and internationally.

Further, PhD students are encouraged to participate in the suggestion and planning of course activities. This ensures that the specialised courses offered resonate with the interests of the PhD students, while providing the opportunity for the students to become part of an international academic network and build their capacity to organise academic events. On KUnet under the department you can find a description on how to plan a PhD course.

ECTS POINTS

The PhD student must accomplish courses or similar educational elements which correspond to 30 ECTS points. These are awarded in the following manner:

ECTS points for department events

ECTS points are awarded for a range of events at the department. A PhD student can accumulate a maximum of 5 ECTS points for coursework through participation in these kinds of events:

- PhD evaluation seminar (as either presenter or formal opponent): 1 ECTS point
- PhD evaluation seminar (attending but not presenting or formally opposing): ½ an ECTS point per 4 presentations. NB: Participation in PhD evaluation seminars is compulsory, unless the PhD student is absolutely unable to attend (e.g. due to studying abroad)
- Tuesday lunchtime research meetings (for those presenting material): 1 ECTS point
- Tuesday lunchtime research meetings (for those attending but not presenting material): ½ an ECTS point
- Informal PhD study circle initiated and organised by the student: 1½ ECTS points for a sequence of six meetings
- Participation in informal PhD study circle initiated by a student: ½-1 ECTS points, depending on the extent of the involvement
- Participation in PhD network meetings with academic content (as presenter): 1 ECTS point
- Participation in PhD network meetings with academic content (not as presenter): ½ an ECTS point
- Miscellaneous other activities: ECTS points by agreement with the Head of the PhD program

ECTS points for conferences

A PhD student can earn a maximum of 6 ECTS points for coursework for participation in conferences:

- Conferences at which the student does not present a paper: ½ an ECTS point per day
- Conferences at which the student presents a paper: an additional 2 ECTS points for the day on which the paper is presented.

ECTS points for courses

A PhD student can earn a maximum of 6 ECTS points for participation in generic courses. Half an ECTS point per day is awarded for participation in a generic course.

There is no maximum to the number of ECTS credits which PhD students can accumulate through participation in PhD courses pertaining to the subject matter of the thesis. However, please note that the total number of points to be earned during the entire PhD program is 30.

- ½ an ECTS point per day of the course
- For students presenting a paper of less than 10 pages: 1 additional ECTS point for the day on which the paper is presented
- For students presenting a paper of more than 10 pages: 2½ additional ECTS points for the day on which the paper is presented
- One standard page consists of 2,400 characters, excluding the bibliography. If an extraordinarily large amount of literature or some other form of time-consuming preparation

is a prerequisite for participation, an additional ½ ECTS point is conferred per day. The Head of the PhD program determines whether the latter is justified

- If the PhD student organises courses, an additional ½ ECTS point is added per day, up to a maximum of 1½ points per course. These extra ECTS points (in addition to those that the student receives for his or her own participation in this course) are considered as generic ECTS points

Remember that it is always the rules of the department that apply and that it is the Head of the PhD program who decides how many points can be credited by taking a given course. Some course providers are, for example, considerably more generous than the department guidelines.

Also remember that as a rule PhD courses must be at PhD level (that means BA and MA courses cannot be credited) - except if the students are enrolled under the 4+4 or 3+5 arrangement and have not completed the first years.

Please note that the dates, titles and venues of all the above mentioned events, as well as the nature of the PhD student's participation and the ECTS points sought (in accordance with the guidelines set out) must be clearly indicated in the half-yearly report. It is expected that the PhD student in cooperation with the supervisor calculates the correct number of ECTS.

GRANT APPLICATION

Students funded by the department and those whose grants are administered exclusively by the department are subject to the following rules. Applications for reimbursement of expenses in connection with conferences, courses, longer research stays abroad and research (e.g. conference fee, transportation, accommodation) must be drawn up by the PhD student and include relevant information about date and venue of the event, the nature of the student's participation and specific information concerning the various budget items.

Applications are submitted directly by e-mail to the PhD student's supervisor. The application is then “rejected”, “endorsed” or “highly recommended”. It is then sent to the Head of the PhD program, who is responsible for granting or refusing authorisation on the basis of financial and other guidelines laid down by the Head of department. The application must be sent in good time before you register for a course or conference.

Allowance rates, limits for hotel expenses, etc. vary from country to country. The list can be found at www.kunet.dk – Travel and transportation – Travel booking. For stays longer than one week, a daily allowance is not possible. In this case an allowance is calculated as fieldwork and research stays abroad are. See the section on fieldwork and staying abroad.

The budget for a typical conference/course is:

- Cheapest return tickets (should be booked through Carlson Wagonlit. Contact Tine Faghtmann to be registered as a user)
- Transport to and from airport
- Hotel/accommodation
- Visa if needed
- Allowance (remember to subtract workshop dinner etc. if covered in fee and breakfast if included at the hotel)
- Conference or course fee
- Basic insurance is covered by the University of Copenhagen – Please contact Dorthe Katarina Maach Buur, dp@samf.ku.dk

Please provide the title of the paper and link to the conference/course when you apply.

You can also apply to the Head of the PhD program for grants for English language correction. The PhD secretary has a list of suitable persons who can correct your English.

When the budget for a course is accepted by the Head of the PhD program, s/he will e-mail the student to say so. The student needs to keep this mail as proof of approval for the accounting team. It must be attached to the travel reimbursement claim.

If you would like to make a travel expense claim or to claim other expenses, you will find more information here (in Danish):

<https://intranet.ku.dk/medarbejderguide/oekonomi/Rejser%20og%20befordring/Rejseafregning/Sider/default.aspx>

If you receive an invoice for a product/service you have bought and you need help to handle the invoice, you might find this site useful (in Danish):

<https://intranet.ku.dk/medarbejderguide/oekonomi/anvisningfaktura/Sider/Godkendelseaffakturafor disponenter.aspx>

The University of Copenhagen offers MasterCard to PhD students so expenditures can be credited directly to the accounting system – please contact one of the financial officers in the department.

Criteria for grants

For conferences: You have in most cases to present a new paper to receive a grant.

For PhD courses: Taking courses at other departments or universities can be justified if they have high relevance for the PhD thesis and if there is no similar course at the Department of Sociology or Copenhagen Graduate School of Social Sciences.

Long-term research stay abroad

The department provides a grant for a long-term research stay abroad after application to the Head of the PhD program.

Note: Externally funded students might be covered by the employer or grant authority, so check your contract.

You can apply for grants for:

- Cheapest return tickets (Always use Carlson Wagonlit Travel):
<https://intranet.ku.dk/MEDARBEJDERGUIDE/OEKONOMI/REJSER%20OG%20BEFORDRING/Sider/default.aspx>)
- Transport to and from airport
- Visa if needed
- Living and housing

All costs must be documented with receipts. Travel must be arranged through the agents specified by the department/CU.

The internal grants may not cover the full expenses, thus it is recommended that you apply for funds or external grants.

In some cases, you can apply for funds to cover expenses in connection with the stay (fee for photocopying, access to library, etc.). You cannot apply for funds to recoup a tuition fee, i.e. the typical payment required to be allowed to be at the university. Most students will go through a "Visiting Fellow" status, which does not require any registration fees and in many cases this is done through the supervisor or other faculties' personal contacts. The department and the university have exchange programs with some universities (e.g. Berkeley and Yale). Talk to the Head of the PhD program, the department's international coordinator Maria Duclos Lindstrøm (3533 1979 – mdl@soc.ku.dk) or the international office (<http://international.ku.dk/>) if you are interested in any of these programs.

Applications may be sent to the Head of the PhD program at any time. The supervisor must confirm to the Head of the PhD program that the application is supported by him/her when the application is submitted (an e-mail is sufficient).

Every PhD student should stay abroad for approximately 6 months. If this is impossible for family reasons, the student should instead organise a research stay at a university in the area of Copenhagen, such as Lund University, Aalborg University or CBS.

Fieldwork

There are very limited funds for fieldwork. PhD students must normally apply for external funds. Nevertheless students can apply to the Head of the PhD program in the same way as for research stays.

At KUnet in the PhD group room you can find some guidance on how to apply for external funding.

Taxation

It is possible to receive a tax refund when abroad or during fieldwork if the department does not subsidise the housing and living expenses. See <http://udstationering.ku.dk/skat/>. Please check directly with www.skat.dk.

PUBLISHING (CURIS)

If and when you publish – be it journal articles, newspaper articles etc – you must note it in CURIS. Also note any other activity, e.g. appearance in various media. Everything can be listed here.

In CURIS you also need to fill out information about yourself and your research. What you write in CURIS will be shown on our website under academic staff.

Learn more about CURIS here: https://intranet.ku.dk/research/curis_registration/Pages/default.aspx

Apart from noting these activities in CURIS, you should also note them in the regulary assessment report.

TEACHING

As a PhD student employed by the department you have a working commitment constituting 840 hours. Conducting typically three courses and examinations in these courses during the grant period covers a substantial part of it. You have also the opportunity to engage in supervision of master's theses and other student projects. Teaching fulfills 500 hours of the entire obligation to work. The remaining 340 hours you must expect to be asked to perform various other tasks for the department. This work will be coordinated by the Head of Studies.

INDEX OF COMMITTEES

University of Copenhagen's Research and Innovation Council

This council is responsible for identifying and pursuing the university's strategic development within research, innovation and business collaboration, and for determining how this development is best supported by the organisation. The objective is to secure increased external funding, prioritize how the university should profile its activities externally, and initiate a greater number of collaborative relationships with private and public entities.

PhD Board

The PhD Board is appointed by the Dean of the Faculty of Social Sciences and consists of representatives from the academic staff (senior researchers) and PhD student representatives of the five different departments of the faculty. The committee collaborates closely with the Head of the Graduate School of Social Sciences and is responsible for the academic management of this school.

The PhD program Committee

Each department in the Faculty of Social Sciences has a PhD program Committee, which acts as a consultative body in relation to the PhD Committee. Simultaneously, it performs a number of functions that the PhD Committee has delegated to the departments. The PhD program Committee is an advisory body in relation to the PhD program at the departmental level. The committee is a framework for cooperation between the Head of the PhD program, the PhD students and the rest of the department. It comprises the Head of the PhD program, one academic staff member and two PhD students. The committee is a forum where the PhD students can raise issues regarding the PhD program and can bring new ideas to be discussed. Issues related to the work of the PhD Committee at the faculty level are also debated. The committee meets twice each semester or whenever it is needed. Any member of the committee can call a meeting if they deem it necessary.

The collegial body of supervisors

Actual and potential supervisors of the department meet two or three times every semester to discuss matters of supervision.

Head of the PhD program

The academic staff member who heads the PhD program at department level is presently Mikael Carleheden.

Department Board

The Department Board advises the Head of Department. Its members are the Head of Department, Head of Studies, Head of Administration, three academic staff representatives, an administrative staff representative, a representative for the PhD fellows and two student representatives.

Collaboration Committee

The Collaboration Committee is a forum for information and discussion between management and staff and aims at optimising staff involvement in the development of the workplace. Its members are the Head of Department, the Department Administrator, an academic staff representative, a PhD representative, an administrative staff representative and a union representative.

The department's leader team

The team discusses department business. The team consists of the Head of Department, Vice-Head of Department, Head of Studies, Head of the PhD program and the Head of Administration.

The Research Groups

There are three Research Groups at the Department of Sociology:

- [Culture and Civil Society](#)
- [Knowledge, Organization and Politics](#)
- [Welfare, Inequality and Mobility](#)

See: http://www.sociology.ku.dk/research/research_groups/

The Research Groups consist of the staff (academic staff + PhDs). They are open. You can be a member of more than one group, but usually you are in the same group as your supervisor. You need to contact the IT staff members who administrate the mailing lists in order to be put on a list. There are also several centres at the department which have their own homepage and a mailing list you can subscribe to < http://www.soc.ku.dk/english/research/Research_centers/>.

EMPLOYMENT CONDITIONS

Generally, if you have specific questions regarding the conditions, including about pay, leave, etc. you should contact the administrators at the Faculty of Social Sciences: Ditte Wachs, phone: +45 35 32 36 53, e-mail: dih@samf.ku.dk or Birgitte Boas Hein, phone: +45 35 32 35 40, e-mail: bibh@samf.ku.dk. See also <https://intranet.ku.dk/sociology/Pages/default.aspx>.

It is important to point out that as a PhD student at the department you are a “real employee”, which for instance means that being sick or going on holiday requires you to report it to the reception (antsoc@samf.ku.dk). In case of illness; see <https://intranet.ku.dk/sociology/practical_information/sick/Pages/default.aspx>.

Also be sure to regularly update your personal homepage at the department – <see https://intranet.ku.dk/research/curis_registration/Pages/default.aspx> - and your Outlook calendar in order to plan meetings and in case it is necessary to get in touch with you and you are not working from your office (e.g. in case you are working from home). Each employee, as a rule, must take 30 vacation days each year and a maximum of one week can be transferred from one year to the next. Long-term stays abroad are not a hindrance or a substitute for taking vacation and vacation should be taken according to these rules. The department is closed between Christmas and New Year, and it is mandatory to take three weeks of vacation during the summer if you have paid vacation.

IN CASE OF LONG-TERM ILLNESS

In case of illness students can apply for an extension of a fellowship to the faculty, if the fellowship is coming to an end. The following requirements must be met:

1. There must be a continuous illness of minimum one month (or two months for part-time employees)
2. The illness should be documented by a doctor at the beginning of the sick leave
3. The supervisor must certify that the disease has demonstrably delayed the PhD process
4. The Head of the PhD program must approve the application
5. The Head of Department must consider the application

Remember:

- To obtain a medical certificate at the beginning of the sick leave
- That there must be an illness for an uninterrupted period
- And to report that you are sick to the reception!

UNPAID LEAVE

The faculty has a strict policy regarding unpaid leave. Leave is seldom approved and only in very special cases. It is not approved for working on other research projects, research applications or any kind of temporary jobs.

Every PhD student, however, of course has the right to parental leave; see

<https://intranet.ku.dk/socialscience/en/phd/study_program/leave-of-absence_sickness_extension/maternity_paternity_adoption_parental-leave/Pages/default.aspx>

THE PHD THESIS

There are very few formal guidelines to a dissertation. Please see:

<http://fivu.dk/en/legislation/prevaling-laws-and-regulations/education/ministerial-order-on-the-phd-program-at-the-universities-phd-order.pdf> and http://samf.ku.dk/phd-skolen/pdf/1.2.c. KU-regler_ph.d._2008.pdf for the formal guidelines. This means that the assessment committee has very free guidelines when assessing a dissertation. Nevertheless, from the legal documents we can see that a dissertation must meet “the international standards for PhD degrees within the field in question”. Another formal requirement is that if the dissertation includes co-authored work a written co-author declaration must be submitted along with the dissertation. A co-author declaration is a written document signed by all authors of a work stating their contribution to the work. Get the declaration at the faculty. For rules concerning co-authorship, see the Vancouver convention at <http://www.icmje.org/>.

A dissertation can be a monograph or a number of publishable articles with a longer introduction that summarises and ties the articles together. Again from the legal document very few guidelines can be found and it is basically up to any assessment committee to judge the quality of a monograph or article-based dissertation. Even though it is up to the assessment committee there are a few discussions that are worth mentioning to provide some tentative guidelines on how a dissertation is

assessed (see below). It is important to understand that the guidelines below are by no means binding and they vary between the sub-fields of sociology. Please discuss this with your supervisor.

The monograph dissertation

The monograph is assessed as a coherent work, thus much effort must be put into providing a natural flow and structure to the dissertation. A strong literature review, strong theoretical chapters, a methodology chapter and analytical chapters are natural elements of any monograph. The length varies, typically between 200 and 300 pages. It is quality, not length, which really matters. One of the advantages of the monograph is that it is one coherent research project that gives the possibility for a detailed literature review and for developing a systematic theoretical framework, consistent methodological reflections and in-depth empirical analyses, which can be hard to achieve within the word limits for articles (often 7,000-8,000 words).

Article-based dissertation

Article-based dissertations consist typically of four publishable articles. However again it is the quality and not the quantity of articles that really matters. Defining a publishable article is not easy, but basically we should expect that it can be published in international peer-reviewed journals.

We expect that the articles have a connection – i.e. that they are related to the same topic, are relevant to each other and show theoretical and methodological progress. On the other hand they must not be too overlapping. Common critiques of article-based dissertations are that they are too diffuse and that they lack cohesion. Hence, it is important that much effort is put into tying the articles together, both when deciding which articles to include in the dissertation and when writing the introduction.

The introduction relates the study to previous research and highlights the contribution of the dissertation to its field of research. It describes the theoretical and thematic frame for the articles, discusses the methodological and analytical choices made and summarises the individual articles (theoretically as well as empirically). Importantly, it provides the general framework that ties the articles together into a coherent whole. Usually the length of the introduction is between 30 and 50 pages – some of the content may be taken directly from the various articles. The introduction must be single-authored.

We encourage PhD students to co-author articles with faculty members or other PhD students during their studies. If these articles are part of the dissertation a co-author declaration must be attached to the dissertation. If co-authored articles are included the number of articles to include in a dissertation may increase. This should be discussed with the supervisor. Remember again that assessment committees usually focus more on quality and less on the number of articles. At least one significant article in an article-based dissertation must be single-authored.

SUBMITTING THE DISSERTATION

The PhD dissertation should be submitted to the faculty's PhD Secretary. The guidelines for submission and assessment are regulated by the 2013 regulations. As of August 2013 the submission requires the following:

1. The thesis must be submitted electronically as a PDF file to the following electronic mail box: phd-indlevering@samf.ku.dk. You are welcome to attach a picture to be put on the website of Copenhagen Graduate School of Social Sciences and in the UniversityPost when the defence is advertised.
2. Both a Danish and an English summary as well as 10-20 lines of text which may be used in connection with the announcement of the thesis defence must be submitted along with the thesis. This short text should be sent to both the PhD secretary at the Department and to the Faculty Secretariat.
3. Statements from any co-authors must be included. In the statement it is important the co-author specifically gives permission to XX to publish the article as part of his/her PhD thesis. You will find templates for the co-author's statements in the right hand box.
4. Danish and English versions of the principal supervisor's statement must be submitted along with the thesis – see Section 14 and below paragraph, "Supervisor's statement".

It is standard procedure to send all submitted PhD theses electronically to the Royal Library where they will be screened for plagiarism. If the Royal Library does not identify any problems in a submitted thesis, it is sent for assessment. If a suspicion of plagiarism arises, the case is sent to the Head of Copenhagen Graduate School of Social Sciences and to the relevant Head of PhD programme. They will invite the principal supervisor and the author of the thesis for a meeting to discuss the problematic issues in the text, and to determine if there is a case of plagiarism. If so, the consequences for the PhD student will depend on the type and severity of the plagiarism in question. This will be assessed individually from case to case. Ultimately the Head of Copenhagen Graduate School of Social Sciences decides if sanctions should be imposed on the PhD student. Following this decision there will be a hearing of the candidate, and a procedure for filing a possible complaint. Initially a complaint should be sent to the Dean, and it is possible to subsequently file a complaint about the Dean's decision with the Ministry of Higher Education and Science.

PROCEDURE AND TIME SCHEDULE FOR PHD DEFENCES

12:00-12:45: Lunch for the assessment committee. (Participants: The PhD student, the members of the committee, the main supervisor, possibly a secondary supervisor and the Head of the PhD program)

13:00-13:10

Opening of the procedures by the Head of the PhD program. The opening includes a brief presentation of the participants, and the quoting of the conclusion in the committee's (preliminary) assessment.

13:10-13:40

The candidate is given up to 30 minutes for summarising the thesis and highlighting what s/he sees as the main achievements. Please note that the candidate is allowed up to 45 minutes, according to the university's rules and regulations. However, it is not recommended by the department, and unless explicitly asked for by the candidate, 30 minutes will be allocated.

13:40-14:15

The first member of the committee is given 35 minutes for a short rendering of impressions of the work and raising principal queries. This includes time for the candidate's answers.

14:15-14:30: Break**14:30-15:05**

The second member of the committee is given 35 minutes for a short rendering of impressions of the work and raising principal queries. As above, the period includes time for the candidate's answers.

15:05-15:30

The internal member is given 25 minutes and usually comes last.

15:30-15:50

Open forum for possible contributions from the auditorium.

The final assessment will take place immediately after the defence. The committee will have to submit a recommendation according to the following criteria:

“The P.D.-degree shall be awarded in acknowledgment of the receiver's satisfactory completion of a Ph.D.- program and a demonstration, through a publicly defended thesis, of a capacity to carry out a scientific project involving independent use of the scientific methodology of the subject hereby furthering research at a level corresponding to the international standard of Ph.D.-degrees within the subject area.” (Ministerial Order no. 114, section 3, no. 1).

The recommendation is solely the committee's responsibility and is written and signed by the three members. (A letter will be given to the committee in advance for possible use for this purpose). Special rules will have to be followed if the members are not able to agree on the recommendation.

The last action will then normally be that the head of the committee presents the recommendation to the candidate and the auditorium.

After the defence the department will host a reception.

FINALLY SEE ALSO:

http://www.ind.ku.dk/udvikling/projekter/phdvejledning/KU_god_vejledning_web.pdf/