

**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 Culture and Civil Society, Knowledge, Organization and Politics, and Welfare, Inequality and Mobility: https://www.sociology.ku.dk/research-projects/research_groups/

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

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 fellows or similar educational elements, corresponding to approximately 420 hours of work (this is not mandatory for some externally funded fellows)
- Participation in other research milieus
- 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 fellows. In order to be accepted as a PhD fellow an independent sociological research project proposal has to be approved by the department and the program of phd 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 fellow 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 fellow is expected to contribute to the ongoing academic discussions at meetings and seminars. Apart from in-house presentations of projects, PhD fellows are also expected to present papers at international conferences.

There are currently around 20 PhD fellows in the phd-programme at Department of Sociology. 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 PhD seminar with various relevant topics and presentations of papers. The seminars are usually on the last Tuesday in the month.

STARTING OUT AS A NEW PHD FELLOW

As soon as you receive permission to enroll as a PhD fellow, 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 fellows are allowed to attend courses and seminars before their studies formally start. You will also be added to the administrative system "PhD Planner". This is a system that is mandatory to use for all PhD fellows, PhD supervisors, Heads of PhD programs, Head of the PhD School and administrative personnel that work with PhD issues. Here, most of the formal administrative actions and communication on your phd process takes place. <https://kUNET.ku.dk/work-areas/phd/Pages/default.aspx>

On your first day at the department, the PhD secretary and your supervisor will show you around. During the first week at the department, a common welcome breakfast for all PhD fellows will be arranged.

The Head of the PhD program will arrange an introductory meeting with the PhD fellow and the supervisor at the earliest possible opportunity after the formal start. 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

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).

You will also be invited for a meeting with the Head of Studies together with your supervisor to discuss your plans for teaching and supervising part of your employment.

After three months, the fellow (with support from her/his supervisor) should have composed a preliminary *PhD plan* for the whole three-year PhD program. You have to upload it in “PhD Planner”, and there you get it approved by your supervisor, the Head of PhD program and the Head of PhD School. <https://kUNET.ku.dk/work-areas/phd/Pages/default.aspx>

As a minimum, the individual PhD plan must describe the following elements of the fellow’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 fellows must have an e-mail address at the department or use another. Please coordinate with the PhD secretary. External PhD fellows must have an office space in the department for at least 6 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 fellow is apportioned one principal supervisor. The Head of the PhD program appoints the principal supervisor and any supplementary supervisors. If the PhD fellow wish to have a supplementary supervisor, the work hours for supervision will be split accordingly between the principal and the supplementary supervisor. The PhD fellow 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 fellow.

Supervision is a crucial element of the PhD program. Therefore, it is very important that both the supervisor and the fellow are clear and communicative about their goals, demands, expectations and opinions throughout the process. In their first meeting, supervisors and fellows 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 fellow, followed by the Head of the PhD program.

Every research project is unique; and so is the nature, amount and extent of supervision associated with it. Generally, supervisors have contact with their fellows at the very least once a month. It is the fellows' responsibility to consult with their supervisors regularly and to make sure there is progress on their dissertation as agreed with their supervisors. For PhD fellows, 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 yearly assessment reports that both parties sign.

There is a larger proportion of PhD fellows today who are hired on specific externally funded projects, where the PhD project is embedded in a larger design, decided by the PI on the larger project. Almost always, the PhD supervisor and PI will then be the same person. This situation can potentially imply different perspectives on the PhD project itself. Supervisors and PhD fellows are encouraged as early as possible to discuss explicitly the relationship between the larger project and the PhD project, including the specific expectations and suggestions for division of labor.

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 constructively on the PhD project
- Discussing not only theoretical and methodological aspects, but also the practical planning of the research project with the fellow
- Staying in regular contact with the fellow and playing an active role in their research activities – every month is suggestion for minimum. Note that such events of staying in contact do not have to be formal meetings. Supervisors are advised to discuss the frequencies and forms of contact in the beginning of a PhD project.
- Holding regular conversations with the fellow about the broader plans regarding the PhD program and ensuring that progress is taking place accordingly
- Bringing about explicitness about expectations on project obligations (if the phd fellow is financed by a bigger research project) and co-publishing
- Discussing relevant courses, conferences and publication options with the PhD fellow and actively introducing him/her to relevant national and international research networks
- Advising the fellow about work requirements such as teaching and other knowledge dissemination activities

- Support the PhD fellow in assessing when the dissertation is ready to submit
- Advising the fellow about future career prospects, when possible.
- Taking part in the defense of the PhD thesis
- New supervisors in the program are obliged to take the supervisor course at the faculty level

In the course of supervision, the PhD fellows 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 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, fellows are advised to consult directly with the Head of the PhD program.

The PhD fellow 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.

PHD MENTOR

When a new PhD fellow arrives at the department, the PhD secretary will assign the fellow a PhD mentor. The mentor is an older PhD fellow who will help acquaint the fellow with colleagues and different practicalities concerning the PhD program. All PhD fellows 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 fellows during their studies. As a PhD fellow, you will receive a reminder from “PhD Planner” that it is time to prepare the mandatory assessment report. The PhD fellow and the principal supervisor schedule a meeting to discuss the work and progress of the fellow. You can choose to have the conversation based on the question guide, which is part of the assessment form. You can find the form in “PhD Planner”. <https://kUNET.ku.dk/work-areas/phd/Pages/default.aspx>

The mandatory evaluations are to take place as follows:

For 5+3 PhD fellows the evaluation must take place after:

10 months of enrolment
22 months of enrolment
30 months of enrolment.

For 4+4 PhD fellows 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 fellows 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 fellow has been signed by both the PhD fellow, the principal supervisor and the head of the PhD program, the report must be uploaded in “PhD Planner”.

Following each assessment, the cumulative assessment form, which by the end of the study program 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 seminar once a month during the semester, at which PhD fellows and the Head of the PhD program meet to have breakfast. Mostly the morning meetings are used for paper evaluation seminars (see below) and to give new PhD fellows an opportunity to present their projects. But issues about the PhD program and the processes involved in being a PhD fellow in the program are also regularly discussed. 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 11 am, and at the beginning of each semester, you will get a calendar invite from the PhD secretary.

Evaluation seminar

Each PhD fellow is to be orally 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 fellow contacts the Head of the PhD program to arrange a time slot. Note that the supervisor must be present for the evaluation to count as an evaluation, although she/he should keep a low profile. Furthermore, a senior researcher (usually a member of the academic staff at the department) must participate as discussant. It is the responsibility of the PhD fellow to organize that these two people participate in the evaluation.

Before the seminars, the PhD fellow must mail the paper/section of dissertation draft to all the participants in the evaluation one week before the seminar so both senior discussant, PhD fellows and Head of the PhD program have a chance to prepare properly. All PhD fellows, as well as the Head of the PhD program, are expected to have read the papers of those who are scheduled to receive feedback. The fellow will receive feedback from all participants, but the senior discussant has the first opportunity. Unless there are compelling reasons for absence, participation in the evaluation seminars is compulsory for all of the department's PhD fellows, whether or not they are presenting their own project.

Each PhD fellow due to receive feedback is allocated 1 hour of seminar time. The timetable for the seminar is as follows. First, the fellow spends the first five minutes accounting in brief for his or her paper. Second, the senior discussant spends maximum 20 minutes discussing the paper sympathetically but also raising critical questions – albeit in a constructive manner. Thirdly, the last 25 minutes are spend on feedback from the rest of the participants.

It is stressed that the discussants should express themselves in a constructive manner, since they have a responsibility to reflect upon how their criticism can be used by the fellow to improve their PhD project. Purely negative criticism is inappropriate, and the chair – Head of PhD program - has the right to intervene and ask how the discussant thinks the criticism might be used constructively by the fellow.

After the evaluation, it is recommended that the fellow meets with their 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 fellows. The fellows 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 fellow – 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. There are two more mandatory courses in the program, one on sociological analysis in progress, and one on sociological article writing. The department regularly offers courses in sociological theory and methods (sometimes in cooperation with the Sociology departments at Aalborg and Lund University).

PhD fellows may also take courses at other departments and universities, both nationally and internationally.

Further, PhD fellows 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 fellows, while providing the opportunity for the fellows to become part of an international academic network and build their capacity to organise academic events.

ECTS POINTS

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

ECTS points for courses

A PhD fellow 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 fellows can accumulate through participation in PhD courses pertaining to the subject matter of the thesis. There are two models:

- Either model A: $\frac{1}{2}$ an ECTS point per day of the course. For fellows presenting a paper of less than 10 pages: 1 additional ECTS point for the day on which the paper is presented. For fellows presenting a paper of more than 10 pages: $2\frac{1}{2}$ additional ECTS points for the day on which the paper is presented
- Or model B: 1 ECTS point per course day, independent of paper presentation.
- Finally, if the PhD fellow organizes courses, an additional $\frac{1}{2}$ ECTS point is added per day, up to a maximum of $1\frac{1}{2}$ points per course.

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 fellows are enrolled under the 4+4 or 3+5 arrangement and have not completed the first years.

ECTS points for department events

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

- PhD evaluation seminar (as presenter): 1 ECTS point
- PhD evaluation seminar (attending but not presenting): ½ an ECTS point per 4 presentations. NB: Participation in PhD evaluation seminars is compulsory, unless the PhD fellow 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 per 8 lunchtime research meetings
- 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
- Participation as presenter at researcher group meeting: 1 ECTS point
- Miscellaneous other activities: ECTS points by agreement with the Head of the PhD program

ECTS points for conferences

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

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

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

GRANT APPLICATION

Fellows 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 fellow and include relevant information about date and venue of the event, the nature of the fellow's participation and specific information concerning the various budget items.

Applications are discussed with the fellow's supervisor. If the application is endorsed by the supervisor, it is then sent to the Head of the PhD program, who is responsible for granting or refusing authorization 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.ku.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.
- 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 fellow to say so, and put the relevant accounting person from the administration cc on this correspondence. The fellow 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: <https://kunet.ku.dk/employee-guide/Pages/Finance/Travel-and-transportation.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: <https://kunet.ku.dk/employee-guide/Pages/Finance/Travel-and-transportation.aspx>

The University of Copenhagen offers MasterCard to PhD fellows 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.

Research stay at other institutions

As a general rule, the department expects externally funded fellows to get their research stay at another institution – usually abroad - covered by their external funding (e.g. the employer or grant authority), so check your contract.

Fellows funded by the department are provided with a grant for a long-term research stay abroad after application to the Head of the PhD program and in so far this is financially possible.

You can apply for grants for:

- Cheapest return tickets (Always use Carlson Wagonlit Travel):
- <https://kunet.ku.dk/employee-guide/Pages/Finance/Travel-and-transportation.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. For example, the internal grants are not allowed to pay for spouse or family expenses.

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 fellows 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, 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 fellow should stay at another university for at least two-three weeks.

Fieldwork

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

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 <https://kUNET.ku.dk/employee-guide/Pages/HR/Stay-abroad.aspx>. Please check directly with <https://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://kUNET.ku.dk/employee-guide/Pages/Communication/Web-and-intranet.aspx>

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

TEACHING

As PhD fellow employed by the department you have a teaching commitment constituting 420 hours. This number of hours cover planning, administrative tasks related to teaching, meetings related to teaching, preparation, class-hours and examination. From 1. January 2021, the phd-fellows will be registered in the norm-hour system in order to make the teaching work more transparent. See link to the norms here: https://kUNET.ku.dk/faculty-and-department/soc/practical_information/normsystem/pages/default.aspx

Head of Studies has different models of combination of tasks to fulfill the required hours. These hours can consist of any combination of course conduct (together with supervisor or other, or alone) and thesis supervision (bachelor and masters). Begin to plan the relevant combination for you as part of the preparation of the PhD plan (see previous section), together with your supervisor, and in dialogue with Head of Studies.

The pedagogical center at the Faculty of Social Sciences organize crash courses in teaching and supervising for PhD fellows, see here <https://samf.ku.dk/pcs/english/>

INDEX OF COMMITTEES

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 fellow 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 collegial body of supervisors

Actual and potential supervisors of the department meet once or twice every semester to discuss matters of supervision and phd processes.

Head of the PhD program

The academic staff member who heads the PhD program at department level.

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 management 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: https://www.sociology.ku.dk/research-projects/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: https://www.sociology.ku.dk/research-projects/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 HR Søndre City, PhD Section. See also: <https://kUNET.ku.dk/faculty-and-department/socialscience/phd/Pages/default.aspx>

It is important to point out that as a PhD fellow 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://kUNET.ku.dk/employee-guide/Pages/HR/Occupational-health-and-safety.aspx>

As an ordinary employee, you also participate in a MUS (employee development interview) once a year with Head of the PhD program. In the final year of the PhD employment, it is possible to choose to have the MUS with the Head of Department instead.

Also be sure to regularly update your personal homepage at the department, see:

https://kUNET.ku.dk/work-areas/research/publishing/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 long-term illness, fellows 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 fellow, however, of course has the right to parental leave. Please notify PhD secretary Lene Lisbet El Mongy, and see:

<https://kUNET.ku.dk/employee-guide/Pages/HR/Maternity-leave.aspx>

THE PHD THESIS

There are very few formal guidelines to a dissertation. Please see: <https://kUNET.ku.dk/work-areas/phd/Pages/default.aspx> 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 summarizes 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 with a longer introduction, also called “the umbrella”. 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 umbrella”.

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 fellows to co-author articles with faculty members or other PhD fellows 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

Three months before planned submission of the dissertation, the PhD fellow must discuss suggestions for potential members of an assessment committee with the supervisor, and send

suggestions to the Head of PhD Program. This way, the establishment of the assessment committee can be done in good time in order to keep deadlines for assessment and defense.

The PhD dissertation must be submitted via “PhD Planner”. 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 “PhD Planner”.
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 also to the Hørslev Søndre City Administration, PhD Section.
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 their PhD thesis.
4. The final version of the principal supervisor’s statement with signature also from Head of PhD program must be submitted along with the thesis
5. Make sure that your ECTS point account is finalized in “PhD Planner”.

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 fellow 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 fellow. 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 fellow, 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 usually given 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.

FAQ'S: WHO TO CONTACT

Lene Lisbet El Mongy: lm@samf.ku.dk (administrative and practical matters at department level)

Bente Halkier: beh@soc.ku.dk (substantial PhD program matters)

HR Søndre City Administration, PhD Section: phd@hrsc.ku.dk (administrative matters at faculty level)