

PhD Manual 2024

PhD Programme in Anthropology

Department of Anthropology

University of Copenhagen



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1. INTRODUCTION

This manual provides information and guidelines for PhD students at the Department of Anthropology. The Graduate School maintains an [intranet page where you can access updated information about most aspects of your PhD](#).

In addition to the Graduate School's web and intranet sites, we kindly ask you to familiarize yourself and stay up to date with the overall employee rules and guidelines on KUnet, including: [The Employee Guide](#), [The Research Portal](#), and the [financial aspects](#) of life as an employee at UCPH.

For the formal rules regarding the Department's PhD programme, see the [legal basis for PhD studies in Denmark](#) and the [Regulations for the PhD Programme in Anthropology](#).

The administrative system supporting your PhD is PhD Planner: [Read more about PhD Planner](#).

2. ORGANISATION AND CONTACT

ORGANISATION

The PhD Programme in Anthropology is part of the Faculty's PhD school, [the Graduate School of Social Sciences](#). The Faculty's PhD school leader is currently Assoc. Prof. Kristian Bernt Karlson, Dept. of Sociology, and matters of joint interest are discussed in the Faculty's PhD Study Committee. The administration of the PhD School is located at the Southern Campus. This office handles the PhD administration at the four dry faculties and is co-localized with the HR center (HR center southern campus, HRSC).

The administration at the Department of Anthropology is for the most part centralized at the Faculty level. The local administration is handled by a Department Coordinator in collaboration with a group of student assistants.

The PhD administration is shared between:

- The *Department Coordinator* at the Department of Anthropology, who supports the Head of the PhD Programme
- The PhD team at the *Joint Reception at SAMF* in building 1
- The *Graduate School's Administration* located at Southern Campus.

In the section 'Contacts' below, you can find contact information and an overview of responsibilities.

CONTACTS

Supervisor: The principal supervisor is responsible for the PhD students' overall progress, including the PhD plan and regular assessments.

Head of Department Ayo Wahlberg: Responsible for PhD students' employment relations

Head of PhD Programme Tine Gammeltoft: Responsible for the PhD programme

Department Coordinator and Student Assistant:

Responsibilities

- Administration of enrolled PhD students with external workplaces
- Practical aspects of onboarding
- PhD meetings at the Department
- Liaison with the Department's Finance team
- Liaison with SAMF Graduate School
- Liaison with SAMF Reception and coordination of defence

Department coordinator

Nanna Christoffersen

nac@anthro.ku.dk

CSS 16-1-16

Student assistant

Amalie Vestergaard

arv@samf.ku.dk

CSS 16-1-14

PhD Team at the Joint Reception at SAMF

Responsibilities

- Printing of the PhD thesis
- Practical aspects of the PhD defence

phd@samf.ku.dk

CSS building 1 (SAMF Joint Reception)

[Read more about the reception's responsibilities here](#)

Administration of the Graduate School of Social Sciences

Responsibilities

- Employment
- Enrolment
- PhD Study Plan
- Regular assessments
- Handing in your thesis
- Extensions
- PhD courses (faculty & dept. level)

phd@hrsc.ku.dk
Southern Campus

[Graduate School of Social Sciences site](#)

[PhD Programme portal \(KUnet\)](#)

PhD representatives in the Department's PhD Programme Committee

See current members of the [PhD Programme Committee](#)

PhD representatives in the Faculty's PhD Study Committee

[See current Department members of the Faculty's PhD Study Committee](#)

[Read more about the Faculty's PhD Study Committee](#)

PhD representatives in the Department's Collaboration Committee

[See current members of the Department's Collaboration Committee](#)

Union representative

The union representative represents academic staff in relation to the management and work environment (in collaboration with the occupational health and safety representative).

[See current members of the Department's Collaboration Committee](#)

[Union representatives and other union-related duties - KUnet](#)

Work environment (occupational health and safety organisation)

Represents staff in relation to the occupational health and safety organisation.

[See current members of the Department's Occupational Health and Safety Organisation](#)

[Occupational health and safety organisation – KUnet](#)

Educational Coordinator

Responsibilities

- Coordinator for the curriculum at Anthropology
- Assistance with Absalon

Charlotte Rosenmejer
cr@samf.ku.dk

Webmaster mailbox at the Department

Responsibilities

- Research communication for ANT web site, e.g.
 - [new research publications](#)
 - media appearances (e.g. interview) – [Antropologer i medierne \(Danish only\)](#)
 - [events for the dept. calendar](#)
- Help for your researcher web profile ([see guide here](#))

webmaster@anthro.ku.dk

The webmaster mailbox is monitored by student assistants and dept. coordinator

Communication Officer at SAMF

Research communication and press release for news stories with wide appeal

Søren Bang

sba@samf.ku.dk

Located at Research, Development & Communication Dept (FUK) at SAMF

Library of Social Sciences

Nynne Overlund:

Main contact person for Anthropology

Academic literature search and Zotero

Therese Møller:

Scientific publishing (CURIS and Open Access)

Information Specialist

Nynne Overlund

nyno@kb.dk

9132 4293

Information Specialist

Therese Møller

thm@kb.dk

9132 4158

[Copenhagen University Library](#)

[Library guide for Anthropology](#)

Financial Office

Project Finance Officer (external projects)

Zenia Lundager Guldbach (zgu@samf.ku.dk)

Accounts Officer (including RejsUd assistance)

Anette Falsvig

anette.falsvig@samf.ku.dk

Financial Advisor (support to dept. management)
Marlene Selvig-Hansen
mseh@samf.ku.dk

Mailing List

The mailing list for the PhD group at the Department is distphd@anthro.ku.dk (SAMF-ANT-PhD).

INDEX OF COMMITTEES

KUFIR: University of Copenhagen - Research and Innovation Council

Responsible for the university's strategic development within research, innovation, PhD programme and business collaboration. Consists of the relevant Associate Deans from the university's faculties, as well as the Prorector for Research and Deputy Director for Innovation and Industry Collaboration.

[Read more about KUFIR at KUnet.](#)

The PhD Study Committee (Faculty level)

The University of Copenhagen is divided into six faculties. Each faculty has a democratically elected PhD Study Committee. At the Faculty of Social Sciences, the committee consists of one elected PhD student from each department and each department's Head of the PhD programme. Elections are held annually in October.

The PhD Programme Committee (Department level)

Each department in the Faculty of Social Sciences has a PhD Programme Committee which is an advisory body to the PhD programme at the department level. The Committee is a framework for cooperation between the Head of the PhD programme, the PhD students and the rest of the Department. It includes the Head of the PhD programme, one faculty member and two PhD students. The Committee is a forum where the PhD students can raise issues regarding the PhD programme and bring new ideas to be discussed. The committee meets approximately twice per semester or when needed. Any member of the committee can call up a meeting if they deem it necessary.

The Collaboration Committee

The Collaboration Committee is a democratically elected body representing management and staff at the Department. The Committee aims at securing staff involvement in the development of the workplace.

A list of the current members of the committees is available at the [Department's website](#).

3. EMPLOYMENT CONDITIONS

The employment period for PhD students is three years. Employment conditions vary depending on how your PhD is funded. If you are employed outside the Department, a collaboration agreement between the external partner and the Department must be made. Please contact the Department Coordinator to begin the process.

All guidelines for employees at KU are described in the Employee Guide on KUnet: [Employee Guide - KUnet](#).

All PhD students, whether externally or internally employed, must spend at least 12 months at the Department during their three-year PhD period, attend courses, and take part in research seminars and workshops. If you are employed at the Department, kindly report absence – due to illness, holiday, or travel – to the Joint Reception at SAMF: feriefravaer@samf.ku.dk.

New research publications must be registered in CURIS and as a researcher, you are responsible for ensuring that publications are being registered. The Faculty Library now offers to register research publications for all researchers at SAMF (contact Information Specialist Therese Møller,

thm@kb.dk, 9132 4158). You are strongly encouraged to update your personal webpage (researcher profile) at the Department regularly; and to keep your Outlook calendar updated. Your researcher profile is updated via CURIS (also used for research registration). You get access to CURIS by following the link on the front page of KUnet. See the [CURIS guidelines](#) on KUnet for more information.

[Read more about how to get an ORCID.](#)

PhD students employed by the Department take part in an annual Performance and Development Review (PDR; in Danish, Medarbejder-udviklingssamtale/MUS). The Head of the PhD programme carries out PhD student PDRs every fall semester.

For questions regarding employment conditions, kindly contact your Union Representative, the Department Coordinator, or the Graduate School Administration.

Teaching: PhD students at the Department have a working commitment of 840 hours. Time for fieldwork (320 hours) and time for participation in Department meetings (100 hours) are deducted from this, reaching a total of 420 hours. For PhD students who are employed and have working obligations at an external institution, the standard teaching obligation at the Department is 210 hours. PhD students usually cover their hours through engagement in teaching, supervision, and examination of BA- and MA-students.

Hours that you can deduct from the teaching commitment (hours per semester):

- [Pedagogical courses](#) (max. 25)
- PhD programme committee membership (8)
- PhD lunch coordination (20)
- Collaboration Committee membership (12)
- Organizing a PhD course (20/organizer)
- Organizing PhD Retreat (20/organizer)

4. TRAVEL

For detailed information regarding travel, kindly consult the Employee Guide. Here is a summary of important points:

Travel (If UCPH pays for your travel), You can get a [personal Mastercard to cover travel expenses \(the form must be signed by HoD\)](#). You are obliged to use the Carlson Wagonlit (CWT) portal when booking flight tickets. Train tickets can be ordered with DSB and hotels can also be booked outside CWT. Travel expenses and other expenses are settled using RejsUd. You can access CWT and RejsUd via the links on the front page of KUnet. Contact CWT: ku.dk@contactcwt.com.

Only PhD students who are employed at the Department get automatic access to the CWT portal and RejsUd; if you are employed externally, kindly contact the Department Coordinator.

Insurance: PhD students are covered by the UCPH health insurance, when UCPH covers the trip. To get an insurance card, please contact the Joint Reception in building 1.

Remember that if you go abroad for more than 28 days, you must read the guidelines at KUnet regarding travel and insurance carefully ([Travel and transportation - KUnet](#)). Some of the guidelines

regarding travel and insurance are only available in Danish, so please contact the Department Coordinator for help if needed.

Consider the [department's travel guidelines and Climate Pledge](#) when you plan your conference participation. When possible; take the train or bus and combine conference attendance with other travel activities.

5. SUPERVISION

At enrolment, a principal supervisor and a co-supervisor are appointed. In this manual, the term 'supervisor' refers to the principal supervisor.

Supervision is a key element in the PhD programme. Therefore, it is important that both you and your supervisor are clear and communicative about your goals, demands, and expectations. At your first meeting, you are encouraged to discuss the elements of supervision and your mutual expectations in detail. Regarding all aspects of the PhD programme, from teaching to planning of future career, the supervisor is your first point of contact, followed by the Head of the PhD programme.

It is your responsibility to make sure that your PhD study is progressing according to the agreements between you and your supervisor. A good way of ensuring this progress is to be as concrete and detailed as possible when writing the regular assessment report. The writing of the assessment report is also a good opportunity to take stock of the supervisory process and to ensure that mutual expectations are met.

Your main responsibilities as a PhD student in the course of supervision are:

- to set clear goals for the supervisory function, particularly at the first meeting with the supervisor, ensuring that goals are met.
- to keep the supervisor informed about all PhD study activities, including overall project progress, course participation, study opportunities abroad or fieldwork plans, teaching and other knowledge dissemination activities, administrative tasks etc.
- to suggest dates for supervisory meetings, setting agendas and deadlines and forwarding texts as agreed by both parties to get feedback.
- to consult your supervisor regarding future career plans.

The supervisor's main responsibilities are:

- to stay in regular contact with the PhD student and be an active party in connection with research activities, including being accessible when needed, also during fieldwork.
- to ensure that progress follows the individual PhD study plan.
- give input on the practical planning of fieldwork.
- to read and comment on written drafts of the PhD thesis.
- to supervise the PhD project in relation to its theoretical, methodological and practical aspects.
- to discuss PhD courses, conferences and publication options which could be of interest and introduce the PhD student to relevant national and international research networks.
- to advise the PhD student regarding work requirements such as teaching and other knowledge dissemination activities.
- to advise the PhD student regarding future career prospects.
- to take part in the assessment work and defence of the PhD thesis.

Under the rare circumstance that the supervisor does not live up to the above expectations, you may apply for a change of supervisor. The first step in this process is to consult the Head of the PhD programme who will assess the case, hold the necessary consultations, and replace the supervisor if necessary.

6. PHD PLAN AND REGULAR EVALUATIONS

Shortly after enrolment, you are invited to an introductory meeting with the Department Coordinator who provides general information and presents the Department's administrative procedures. Further, you will be invited to a four-party meeting with your supervisor(s), the Head of the PhD programme, and the Head of Studies. At this meeting, the individual PhD plan, including teaching obligations, will be discussed.

Within three months of enrolment, you must finalize an individual PhD plan approved by the principal supervisor and by the Head of the PhD programme. The PhD plan is a project management tool that forms the basis for the regular assessments of your progress as a PhD student. The PhD plan must be submitted in PhD Planner. For a guide, [read more about PhD Planner](#)

For more information about the PhD plan, please consult the [guidelines at KUnet](#).

Prior to fieldwork start, the PhD project must be registered with the Faculty of Social Sciences: [Use this site for registration](#). Please familiarize yourself with the guidelines regarding data protection and storage in the Research Portal and Employee Guide at KU-net where you can also find contact information if you have questions.

Regular assessments: As a PhD student, your progress is regularly assessed in relation to the general requirements of the programme as well as the goals of the individual PhD plan.

The Graduate School will contact you when it is time to evaluate your PhD study: [A complete guide on the process is available at KUnet](#).

7. PHD PEER GROUP ACTIVITIES

PhD lunches: The PhD lunch is an informal forum where PhD students at the Department present their work. The format is flexible: if you as a presenter find it relevant, you may circulate a written paper ahead of the presentation, and you may invite a discussant and/or supervisor(s).

Communal writing: PhD students at the Department meet once a week for communal writing, to motivate each other and to concentrate on writing for a few hours. The group usually uses the Pomodoro Technique (45 minutes of focused work followed by ten-minute breaks).

PhD mentors: All newly enrolled PhD students will get a mentor assigned. The mentor is a senior PhD student who introduces the new PhD student to procedures and to everyday life as a PhD student at the Department.

Your main responsibilities as a PhD mentor are to:

- Schedule a walk-and-talk around campus within the first week, showing important meeting rooms, lunchrooms, the main kitchen, and EE.
- Meet within the first month of the PhD student's employment/enrolment.
- Make yourself available for check-ins and follow-up.

Suggestions for topics to cover during the first meeting:

- The experience of starting as a PhD student at the Department
- Work-life balance in academia
- Compulsory courses and planning of courses in general
- Terms of reference with the supervisor and research group
- Teaching
- Overview of the research groups, the PhD-group, and the peer-groups
- CURIS and text for the department website: how to update it.
- Introduction to PhD manual, PhD Planner, KU-net, printer, ID-card, and the PhD Slack + Whatsapp groups

End the first meet-up by agreeing on how/when to contact each other/follow up or when to meet again.

Peer groups: You are invited to participate in a peer group composed of PhD students with approximately similar starting dates. The peer groups serve as venues for exchange and discussion of written materials ranging from proposal texts over field notes to conference papers and PhD thesis chapter/article drafts. The peer group format is flexible and defined by the group members themselves.

PhD retreat: The two-day PhD retreat is held in the fall, usually in week 40. The retreat is funded by the PhD programme and organized by the two PhD students who were the first to enroll the year before (i.e., the 2025 retreat will be organized by the two PhD students who were the first to enroll in 2024). Participating in the retreat provides 1 ECTS and 20 hours per organizer.

MEGA seminar: The MEGA seminar is a bi-annual event, co-organized by the Anthropology departments in Copenhagen and Aarhus. The two PhD students who are the first to enroll at the Department in Fall semesters in 'even' years will be members of the organizing committee. Participation in the MEGA seminar is mandatory for all PhD students at the Department of Anthropology. The MEGA seminar provides ECTS points on the same conditions as other conferences.

Dissertation seminars: Dissertation seminars take place 5-7 months before the PhD dissertation is handed in. In dissertation seminars, two scholars – one internal and one external – read selected parts of the draft PhD thesis and engage in discussion of the work with the PhD student. The dissertation seminar discussants cannot serve as members of the assessment committee when the final PhD thesis is handed in. Discussants can take part IRL or online. External scholars based abroad are expected to take part online. If the external scholar takes part in another Department activity at the time of the seminar, IRL participation can be arranged. Budget and scholarly arrangements around the seminar must be pre-approved by the supervisor and the Head of PhD programme.

At least two weeks ahead of the seminar, the PhD student emails excerpts of the PhD thesis (30,000 words maximum) to the two discussants. The principal supervisor hosts the dissertation seminar and

the audience is invited by the PhD student. In most cases, the audience will be the PhD group and the PhD student's researcher group. The standard duration is two hours.

The main aims of the dissertation seminar are to give the PhD student the chance to take stock of their work with the PhD thesis to date and to sharpen the PhD student's sense of direction, helping to identify the most important issues to focus on during the last months of work with the thesis. The aim is not to conduct a mock exam or rehearse the PhD defence, but to support the PhD student in setting priorities for the last phase of thesis write-up. The standard program for a dissertation seminar is:

- Welcome by the Principal Supervisor (2 min.)
- Presentation by the PhD student (18 min.)
- Comments from the two discussants (20 min. each)
- Response from PhD student to the comments (20 min.)
- Questions/comments from the audience (20 min.)
- Wrap-up by the Principal Supervisor (10 min.)

8. TEACHING

PhD students employed at the Department have a working commitment of 420 hours (see section 3). For externally employed PhD students, agreements regarding teaching between the Department and the external partner is written into your PhD contract. Industrial PhDs have no formal teaching obligation at the Department but may still undertake some teaching/supervisory tasks to fulfill research dissemination obligations and to strengthen teaching skills.

Your teaching tasks must be completed no later than by the end of the 5th semester, enabling you to attain "ABD" (all but dissertation) status by the end of the 5th semester or before. In the final semester of your PhD, Departmental teaching tasks will not be delegated to you.

9. TO BE PART OF THE RESEARCH ENVIRONMENT

Your PhD project must always be integrated into the Department's research environment. This is ensured partly through contact to supervisors and their research networks and partly through your active participation in Department seminars, workshops and conferences.

Research at the Department is organized into researcher groups and PhD students must be members of at least one researcher group. PhD students are also expected to take active part in the Department's Friday research seminars.

During your PhD studies, you must present your work at least three times at the Department. These presentations may take place at Department conferences and seminars, in researcher groups, or at PhD lunches. Ideally, the three presentations will be organized as follows: before fieldwork, shortly after fieldwork, and during the write-up phase.

10. PHD COURSES AND CONFERENCES

As a PhD student, you must complete courses and conferences totaling approximately 30 ECTS points. The Department's PhD program includes three kinds of PhD courses: mandatory, thematic, and generic:

The mandatory courses are co-taught by teachers from the Departments of Anthropology in Copenhagen and Aarhus, with PhD students from both departments participating. In total, these three courses provide 9 ECTS points. The courses are normally held in week 10 and 13 (spring semesters) and week 37 and 41 (fall semesters). All travelling should follow KU rules, so please see the Employee Guide on KUNet for travel rules and how to get travel costs refunded through RejsUd.

Thematic courses are offered by the Departments of Anthropology in Copenhagen and Aarhus, covering a variety of different topics. You may also attend courses at other departments and universities in Denmark (<http://phdcourses.dk/>) and internationally.

At the beginning of each fall semester, the Department offers a thematic course titled "Emotional Challenges in Fieldwork". This course is co-taught by a psychologist and a Department faculty member. It aims to support you in handling the emotional challenges that PhD work and long-term fieldwork can produce, discussing how to turn personal challenges into sources of anthropological insight. The course provides 2 ECTS points.

The thematic course "Prospects in Anthropological Theory" is offered one to two times per year at the Department. The course is organized by one or two PhD students and includes three to four thematic sessions covering conceptual developments within the discipline. For previous course organizer experiences, [see more under Knowledge Sharing at KUNet](#).

Generic courses: [The Graduate School of Social Sciences offers generic courses](#) relevant to all PhD students at the Faculty, including a mandatory generic introductory course for all new PhD students. The Royal Library offers (free) courses on programs like Mendeley, Endnote, Zotero and Nvivo. They also offer a basic course on *Academic Information Seeking*. Check out the [event calendar](#) at Social Sciences.

You may also arrange PhD courses yourself or together with your supervisor(s). [See more under Knowledge Sharing at KUNet](#).

ECTS points, calculation:

- Thematic courses per day*: 1 ECTS
 - Generic courses per day: 0,5 ECTS
- *Paper presentation does not give additional ECTS.*

All PhD students are entitled to participate in two Department-funded PhD courses outside the Department of Anthropology. The following expenses may be covered if relevant and conditioned on pre-approval: course fee, transportation, accommodation, and meals. *Before signing up for a course, kindly send a budget with the supervisor's approval of the course and the budget to the Department Coordinator for approval.*

Conference participation

All PhD students are entitled to participate in two Department-funded international conferences. Consider the [department's travel guidelines and Climate Pledge](#) when you plan your conference participation. When possible; take the train or bus and combine conference attendance with other

travel activities. You are allowed to attend a maximum of one conference overseas. Like other scientific staff, PhD students receive per diem during conferences. All course/conference participation must take place within the three years of the PhD program enrolment and before the PhD thesis is submitted. Department-funded conference participation requires the presentation of a paper at the conference. The supervisor must approve of the participation. The following expenses may be covered if relevant and conditioned on pre-approval: course fee, transportation, accommodation, meals. *Before signing up for the conference, kindly send a budget with the supervisor's approval to the Department Coordinator for approval.* All travel should follow UCPH rules. For more information, see [section 4. Travel](#).

Conference panels can be organized at the annual meetings of the American Anthropological Association (AAA), the Association of Social Anthropologists of the UK and Commonwealth (ASA), the European Association of Social Anthropologists (EASA), or other international conferences.

If you register for the annual meeting of the American Anthropological Association, you will be asked to pay for a membership. The PhD programme covers the payment for the membership the year you participate, but not additional payments to keep the membership.

Conference ECTS points are allocated as follows:

- Presentation of paper/poster: 2.5 ECTS
- Presentation of shorter text: 1.5 ECTS
- Convening a conference panel: 3.5 ECTS

A maximum of 6 ECTS can be attained through conference participation.

How to distribute the 30 ECTS required:

- Mandatory courses 9 ECTS
- Thematic courses 10 ECTS
- Generic courses 5 ECTS
- Conferences 6 ECTS

IMPORTANT LINKS

[Course and event calendar - Library](#)

[Course activities offered by the Faculty](#)

Courses offered by universities in Denmark and internationally - [PhD courses in Denmark](#)

11. HOW TO ORGANIZE A PHD COURSE

You are encouraged to organize thematic courses. This allows you to create courses that are relevant for a group of PhD students and to invite relevant guest lecturers to Denmark. Depending on the theme and size it may be a good idea to arrange the course in collaboration with other graduate schools, research institutions or with faculty members at the Department. The Graduate School will assist with practicalities. When planning guest lecturer travel, kindly remember to keep the Department's travel guidelines in mind.

As early as possible, hand in an application to the Head of the PhD programme. The application must include:

Course title

- Draft course description (theme, purpose, type, duration)
- Name(s) of the organizer(s)
- List of PhD students who have expressed interest in the course
- Proposal for a visiting lecturer(s)
- Budget

The Department covers the following budget items:

- Transport, accommodation, and honorarium for visiting lecturer(s)
- Meals during the course

For details regarding the honorarium, please contact phd@hrsc.ku.dk.

The budget guidelines are as follows:

Honorarium

Invited teachers are offered an honorarium matching the current rate for external lecturers per hour. That is (2 x 953,79 DKK) for half a day and (4 x 953,79 DKK) for one day of teaching. Invited external speakers at the PhD retreat are offered an honorarium of (2 x 953,79 DKK) plus transport and accommodation. For internal speakers (from the department) at the retreat, the norm hour allocation is 5 K-hours. Invited teachers or speakers from other departments at UCPH cannot be offered honorariums but contact the department coordinator for options of gifting them wine or similar.

Hotel

Invited speakers and teachers are offered two nights at a hotel. Overseas speakers are offered three nights at a hotel.

Dinner

Invited speakers and course organizers are offered one dinner after the course. If the course includes different speakers on different dates, the speaker and the organizers are offered one dinner after each course day. When arranging the dinner, kindly keep in mind [the UCPH guidelines for travel and representation](#). Course participants attending the dinner must pay for themselves. You are expected to organize the dinner yourself, and the Department's Accounts Officer or Department Coordinator can guide you on how to pay for the dinner.

When the application has been approved

When inviting the guest lecturer(s), please keep the following in mind:

- Agree upon the title and programme of the course and make clear agreements with the guest lecturer regarding his/her contributions, such as lectures, comments on papers, and so on.
- Explain what the Department offers in terms of travel expenses, accommodation, and honorarium.
- In collaboration with the guest lecturer: develop a Call for the course that includes a realistic deadline for registration, the number of ECTS points and date/place where the course is held.

Specify also what preparation is expected of the PhD students in terms of readings and paper submissions.

- Make sure that the budget is not exceeded – when the budget has been approved, no further additions are possible.

The Call must be sent to the Graduate Schools' administration at faculty level, phd@hrsc.ku.dk. The Call will be posted online at phdcourses.dk. You are welcome to distribute the Call.

The Graduate School will send the participants an email regarding course practicalities (programme, venue, meals, etc.), but all other communication with course participants – concerning paper submissions, presentations during the course, and so on – is your responsibility.

ECTS and norm hours: You receive 20 norm hours per organizer for organizing a course, plus an additional 0.5 ECTS per day, a maximum of 1.5 points per course. The additional ECTS are considered generic ECTS.

After completion of the PhD course, kindly share your course organizer experience at our [knowledge sharing site at KUnet](#).

IMPORTANT LINKS AND CONTACTS

Graduate School of Social Sciences

The administration of the Graduate School is responsible for all courses offered by the department. Contact: hrsc@phd.ku.dk

12. FIELDWORK AND RESEARCH STAYS ABROAD

Prior to fieldwork start, the PhD project must be registered with the Faculty of Social Sciences: [Use this site for registration](#). Please familiarize yourself with the guidelines regarding data protection and storage in the Research Portal and Employee Guide at KU-net where you can also find contact information if you have questions.

A change of academic environment is a mandatory part of your PhD studies, and if feasible, you are encouraged to undertake a research stay abroad. Funds for fieldwork and research stays abroad must be raised by PhD students themselves or covered by research project budgets. Most PhD students go on research stays abroad as “visiting fellows” and are therefore not paying bench fees. A stay abroad is often arranged through your supervisor's personal academic contacts.

[A list of funding bodies is available at KUnet.](#)
[See the Travel section for important links regarding KU rules.](#)

For prior PhD student experiences with research stays abroad, [see our knowledge sharing site at KUnet](#). When completing a research stay abroad, you are encouraged to share your experiences with fellow PhD students at the Department, [using the form available at KUnet under Knowledge Sharing](#).

13. DISSEMINATION

As a PhD student, you are required to ensure dissemination of your research. This requirement can be broadly interpreted and dissemination can take place in many ways – through teaching, web sites, newspaper articles, radio or TV. You are encouraged to attend the generic course on research dissemination offered by the Graduate School of Social Sciences and to keep your CURIS profile updated when engaging in dissemination activities such as mass media appearances.

14. THE PHD THESIS

Upon completion of the PhD programme, your PhD thesis is submitted. You are expected to submit your thesis after three years (36 months).

For all formal requirements, please review the KUnet pages from the Graduate School carefully: [PhD thesis and public defence - KUnet](#). On the Graduate School's KUnet pages, you can also find "Regulations for the PhD programme in Anthropology" and the ministerial PhD order in both English and Danish: [Rules and regulations - KUnet](#)

There are a few formal guidelines regarding the composition of the thesis. According to the 2013 Ministerial PhD Order, the thesis must document the PhD student's ability to apply relevant scientific methods and carry out research that meets the international standard for PhD degrees in anthropology.

Further, the thesis must include an abstract in Danish and English, and if co-authored work is included, a written declaration must be submitted regarding PhD student's contribution. For co-authorship templates, [see the information pages available at KUnet about the thesis](#).

When assessing a PhD thesis, assessment committees usually emphasize the following dimensions: clarity, empirical contribution, analytical insight, familiarity with the relevant literature, and academic craftsmanship.

At the Faculty of Social Sciences, the PhD thesis can take the form of either a monograph or a series of articles, including a frame explaining how the articles are linked together and their contribution to the PhD project as a whole. Upon submission, the PhD thesis must be accompanied by a supervisor's statement, signed by the principal supervisor and the Head of the PhD programme.

In addition to the above formal requirements, the Department's PhD programme Committee has developed the following non-binding guidelines for the PhD thesis:

The monograph

An advantage of the monograph is that it provides one coherent presentation of the research. This format enables the PhD student to present ethnographic material with a nuance and detail that the word limits of articles rarely allow for. The monograph should include a clearly formulated argument; in-depth analyses of the ethnographic material; and substantial discussion of the project's thematic, theoretical and methodological perspectives, including a clarification of the specific contribution made by the thesis to international research within the discipline. As it is quality, not length that matters, there are no formal page requirements, but a length of 150-200 pages is recommended.

The article-based thesis

An advantage of the article-based thesis is that the PhD student's findings attain publishable status immediately. Further, this format allows the PhD student to co-author articles with faculty members or other PhD students. An article-based thesis consists of a number of articles and a frame tying them together. A minimum of three articles is expected, and the PhD student should be single author of at least one and lead author of at least one article. The articles must either be accepted or suitable for publication in peer reviewed academic journals or books. The articles should be clearly connected, focusing on an overall research question. The articles can be journal articles or chapters in edited books.

The frame has two main purposes. First, it provides coherence to the thesis as a whole by presenting the research questions, the relevance of the study, and the overall argument. Second, it is the place for more thorough reflections on important issues that are treated only briefly in the articles. This will typically include a description of the empirical setting of the study and its socio-historical context; a state-of-the art that highlights the thesis' contributions to its field of research; and discussion and justification of the theoretical and methodological choices made. The recommended length of the frame is around 60 pages. The frame must be single-authored.

Borrowing published PhD theses: You can borrow the PhD theses published at the Department. The most recent ones are available in the display in building 16 and older ones at the Department Coordinator's office (contact the student assistant or department coordinator).

Proofreading

You may spend a maximum of 15,000 DKK on proofreading of the thesis. [A list of approved proof readers is available at KUnet.](#)

PRINTING THE THESIS AND PLANNING THE DEFENCE

The PhD team of the Joint Reception at the Faculty of Social Sciences is responsible for assistance with printing the thesis and practical aspects of the defence. Please [read the Reception's description of the process carefully](#). Student Assistant Amalie Rørholm Vestergaard is the liaison between the Graduate School, the Joint Reception and the PhD supervisor.

Note that the max. budget for the print is 4,000 DKK. This covers the number of prints possible (based on number of pages, use of colour etc.) A copy of the PhD Thesis can be bought at Campus Print as print on demand.

IMPORTANT LINKS AND CONTACTS

The Danish Code of Conduct for Research Integrity - [available from the ministry's website.](#)
[The Researcher Portal Copy editing / proof reading](#)

Graduate School of Social Sciences

The Graduate School administration is responsible for the process when you hand in your thesis. Please [read the instructions](#) carefully ([direct link for the description of the submission process here](#)).

Questions about submission should be directed to the Graduate School's administration:
hpsc@phd.ku.dk

Prior news coverage of defences:

[Mette My Madsen, Uniavisen January 2019](#) [Trine Korsby, Information, March 2015](#)

Print

Please [read the Reception's description of the process carefully](#). The PhD team at the Joint Reception can be contacted at : SAMF-phd: <phd@samf.ku.dk>

15. ASSESSMENT

To assess the PhD thesis, the Head of the PhD programme recommends an assessment committee to the Head of Department. The assessment committee includes one internal and two external members of whom at least one member must be from outside of Denmark. The members of the assessment committee must be recognized researchers within the relevant field. The principal supervisor assists the assessment committee without voting rights.

Within two months of the submission of the PhD thesis, the assessment committee must make its recommendation as to whether the PhD thesis fulfils the requirements for the award of the PhD degree. The month of July is not included when calculating the two-month deadline. If the recommendation is favourable, the defence of the thesis can take place. If the recommendation is not favourable, the assessment committee must state in the recommendation whether the PhD thesis may be resubmitted in a revised version. The PhD student and the principal supervisor will be given the opportunity to submit their comments on the recommendation within a period of at least two weeks.

If the recommendation is not favourable, the Dean will make one of the following decisions based on the assessment committee's recommendation and the PhD student's and the principal supervisor's comments, if any:

- That the defence of the thesis may not take place.
- That the PhD thesis may be resubmitted in a revised version within a deadline of six months. When resubmitted, the PhD thesis will be assessed by the same assessment committee, unless special circumstances apply.
- That the PhD thesis must be submitted for assessment by a new assessment committee.

16. THE PHD DEFENCE

A PhD defence usually takes around 3 hours. If preferred by the PhD student, the PhD defence can take place online. The usual procedure for a PhD defence is:

13:00-13:45: Lunch (the committee members, the supervisors and the Head of Department).

14:00-14:10: Opening procedure by the Head of Department. The opening includes a brief presentation of the participants and a quotation of the conclusion in the committee's (preliminary) assessment.

14:10-14:40: The PhD student is given around 20 minutes for summarizing his/her dissertation and highlighting what s/he sees as its main achievements.

14:40-15:15: The first member of the committee is given 30 minutes for comments on and discussion of the dissertation. This includes time for the PhD student to answer.

15:15-15:30: Break

15:30-16:00: The second member of the committee is given 30 minutes for comments and questions. Again, this includes time for the PhD student to answer.

16:00-16:30: The internal member is given 30 minutes and usually comes last.

16:30-16:50: Open forum for possible contributions from the auditorium.

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

The Doctoral degree shall be awarded in acknowledgment of the receiver's satisfactory completion of a PhD programme and a demonstration, through a publicly defended dissertation, of the 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 Doctoral degrees within the subject area. (Ministerial Order no. 114, section 3, no. 1).

The recommendation is the committee's responsibility and it is written and signed by the three members. A letter will be given to the committee in advance for possible use for this purpose.

The Head of the committee presents the recommendation to the PhD student and the guests.

RECEPTION

PhD students at the Faculty of Social Sciences receive financial support (1000 DKK) to cover a reception after the PhD defence (for details, [see the Joint Reception's KUnet page](#)). The PhD student plans the reception together with a student assistant at the department. It is possible to book rooms at CSS and use the canteen. The Joint Reception and the Department Coordinator can assist with the planning and the Department Coordinator will announce the reception.

17. THE FINAL PHASE OF THE PHD – ONE EXAMPLE OF A PROCESS

This example is based on a **monograph**, but please note that all processes are different.

9 months before submitting the thesis:

Internal assessor decision. Make a list of three people with your supervisor.

7-6 months before:

Dissertation seminar with one internal assessor and one external – they cannot be the same as the assessors in the final committee (plan this 6 months ahead).

3 months before:

PhD Planner starts sending you notifications, and this is a good time to make sure you have uploaded all ECTS certificates etc.

Conversation with supervisor: Will I be able to make the deadline? What kind of contract do we need to have in the final months, when should the supervisor see the latest version before submitting?

Contact proof reader and set up plans. Agree on deadlines, a format/style guide, be explicit about which kind of corrections you wish: for example - do you want many questions to the text or not?).

Note, the dept. pays max 15.000 DKK for proof reading, see section 14 under proof reading.

Assessment committee should be formed (make a list of 6 persons + a summary of your dissertation; think of it as a sales pitch: make the assessors interested in reading your work).

2-1,5 months before:

Start sending to proof reader according to your process.

1 month before:

Potentially contact key informants to inform them about your results and your submission.

1 week before:

References

Acknowledgement

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Inform supervisor: I'm submitting now!

Front page

If you have time: graphic design

If writing a monograph you could consider the following in terms of proof reading process:

- Opt. A: Sending the entire dissertation at once to proof reader (Note: proof reading a monograph based dissertation may take a long time, perhaps a month or so, depending on the proofreader)
- Opt. B: Send chapters concurrently as you finish them (changing between finishing chapter, going through proof readers comments takes a long time, perhaps 2 months according to your process and how fast the proof reader can work)

After the submission deadline:

- When a thesis is handed in for assessment, the reception is informed by the department/HR. The reception will inform the PhD student about the procedure of printing the thesis and guide the student in order to make sure the thesis is printed before the defence. [See more in section 14.](#)

Before the defence:

- At least 2 weeks before the defence date, you will receive your assessment (you have a week to make objections if there is something completely wrong with this)
- Spend at least 1 week to prepare the defence, the presentation and answers.
- Consider arranging a small pre-defence/pre-discussion one week ahead: invite your researcher group, writing group – appoint a few of them to act as assessors.

Article-based PhD theses:

For an article-based PhD thesis it is recommended to write the articles first, and then write the frame, which might take approximately 4 months.

18. LEAVE OF ABSENCE

It is possible to take leave from your PhD studies, for both academic and personal reasons. See the guidelines at KUnet.

19. EXTENSIONS

If needed, your enrolment may be extended beyond the initial three-year period. In these cases, continued supervision is given only if the supervisor offers this *con amore*. To receive an extension, kindly submit an application via PhD Planner. Read more about the instructions here: [Extension of enrolment - KUnet](#). The application must include a time plan for the finalization of the thesis and must be submitted no later than one month before the original date of expiration of the enrolment. The Graduate School extends the period of enrolment based on the recommendations of the principal supervisor and the Head of the PhD programme. The Graduate School is responsible for informing you of the new date of termination of enrolment. An additional assessment report must be submitted for the time exceeding the initial enrolment.

Please be aware that your PhD studies cannot be extended for more than one year beyond the three-year period (excluding leaves due to maternity/paternity/adoption/parental leave and sick leave).

Extension in case of long-term illness

PhD students must always register sickness with the Joint Reception at SAMF (feriefravaer@samf.ku.dk). This applies to PhD students employed at the University of Copenhagen. In case of absence due to long-term illness, enrolment - and in some cases the scholarship - may be extended. However, the decision to extend the enrolment/scholarship can only be taken towards the end of the studies. For details regarding illness-related extensions, see [Leave, illness and part-time study - KUnet](#).

20. EX-MATRICULATION

If you prefer to ex-matriculate rather than having your enrolment extended when your PhD grant expires, the Department will follow these procedures:

- If there is office space available, PhD students who have ex-matriculated will be offered office space at the Department.
- PhD students who ex-matriculate will still have access to buildings and library and will remain on the Department's website.
- PhD students who ex-matriculate can still receive financial support from the Department for proof-reading of their thesis, but can only receive continued supervision if the supervisor offers this con amore.
- If a PhD thesis is submitted after ex-matriculation, the supervisor will not be assisting the assessment committee, and he/she will not be given the opportunity to comment on the assessment committee's recommendation regarding the thesis.

All questions regarding ex-matriculation procedures should be emailed to the Faculty Secretariat (phd@hrsc.ku.dk).