

DEPARTMENT OF POLITICAL SCIENCE  
UNIVERSITY OF COPENHAGEN



**PHD MANUAL FOR THE PHD PROGRAM**

**DEPARTMENT OF POLITICAL SCIENCE  
UNIVERSITY OF COPENHAGEN**

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**CONTENTS**

EMPLOYMENT CONDITIONS .....	2
DEPARTMENTAL GUIDELINES.....	2
PHD COURSE AND CONFERENCES.....	3
REGULAR ASSESSMENT REPORTS.....	4
SUPERVISION.....	5
PHD MENTOR.....	7
EXTENSION OF THE PHD FELLOWSHIP IN CASE OF LONG-TERM ILLNESS .....	7
GUIDELINES FOR THE GRANTING OF UNPAID LEAVE FOR DOCTORAL FELLOWS .....	7
GUIDELINES FOR LONG-TERM RESEARCH STAY ABROAD (3 MONTHS OR MORE).....	8
FIELDWORK .....	9
TEACHING .....	9
REGISTRATION OF PUBLICATIONS.....	11
THE DISSERTATION .....	11
INDEX OF COMMITTEES .....	12
FORMALITIES REGARDING THE SUBMISSION OF THE THESIS .....	14
FAQ.....	14

## **EMPLOYMENT CONDITIONS**

There are several ways to be affiliated with the Department as Ph.D. students. This typically depends on the financing arrangements and whether you are an external or internal PhD student. The different types of employment also reflect different conditions. Generally, if you have specific questions regarding the conditions, including about pay, leave, etc. you should contact your shop steward. This task of the Department is currently (2015) carried out by professor Henrik Jensen.

As a doctoral fellow employed by the Department of Political Science you have a working commitment constituting 840 hours. Conducting three courses and examination to these courses during the grant period covers a substantial part of it. You have also the opportunity to engage in supervision of master theses and other student projects. Teaching does, however, not fulfill the entire obligation to work, and you must expect to be asked to perform various other tasks for the department. This work will be coordinated by the Head of the Ph.D. program.

It is also important to point out that as a doctoral fellow at the Department you are a "real employee", which for instance means that being sick requires you to report it to the reception. Also be sure to update your electronic calendar in order to plan meetings and in case that 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 of vacation can be transferred from one vacation year to the next. Long-term stays abroad are not a hindrance for taking vacation and vacation should be held according to these rules. The department is closed between Christmas and New Year's, and it is mandatory to take three weeks of vacation during the summer if you have paid vacation.

### *4+4 program*

Students enrolled under the 4+4 program will be enrolled as Master Students in their first two years in the department, earning 30 ECTS of coursework at Ph.D. or master level courses and 30ECTS by submitting the equivalent of a MA thesis. During this period they will receive a stipend equaling a double SU-grant, as well as payment from the department as payment for working commitments. As of 2015 this working commitment is 280 hours in the first two years. The department will make sure that it will be possible for all 4+4 students to plan their Ph.D. in such a way that they can place part of their working commitment in the first two years. In addition, students who would otherwise be entitled to a SU-grant still have this entitlement. However, this matter is regulated by the usual SU-authorities and the department plays no part in it. It is the student's own responsibility to apply for this SU-grant as a regular Master's student in the Danish educational system.

In other respects, 4+4 students are have the same rules and conditions as 5+3 students.

## **DEPARTMENTAL GUIDELINES**

### **Allowance and Grant application for conferences and PhD courses**

Each PhD student receives an allowance of 30,000 DKK for the duration of their studies that can be used for conferences and Ph.D. courses without application. In addition to this allowance, the

department supports research stays (see below). For any needs beyond the initial allowance, an application must be submitted to the Head of the PhD program, as describes below.

Please keep a record of all expenses covered by the department, as you will be asked for this record once a year.

You can apply the Head of the PhD program for grants for conference attendance and PhD courses that exceeds the standard allowance. The application should be sent to the Head of PhD program, who normally processes it per email in accordance with these guidelines adopted by the PhD Program Committee. The application should also be sent to the supervisor, who must approve the application (can be done via mail) before the grant can be given.

When the budget for a course is accepted by the head of the PhD program, the PhD-student needs to keep the e-mail from the head of the PhD-program to be able to show to the department's accounting team as proof of accepted budget.

You can apply for travel, hotel/accommodation, course/conference fee and allowances. Allowance rates, limits for hotel expenses, etc. can be found at (varies from country to country): [www.kunet.dk](http://www.kunet.dk) For courses longer than one week, daily allowance is not possible. In this case allowance is calculated as field works and research stay abroad. See section on field work and stay abroad.

The application must be sent in an email (no attachment). It is important that the application contains information about the purpose of the journey and itemizes the expenses. The application must be sent in good time before you e.g. apply for a course or conference.

After the end of travel, you must fill out a document in RejsUd.

In order to help travel abroad, the University of Copenhagen offers Master cards to PhD students so expenditures can be credited directly to your person in the department accounting system. Contact Henrik Harboe Wissum to get this as well as an insurance card from Europæiske. This is proof that you are covered by the department's travel insurance.

### **Criteria for award**

For conferences: You have to present a new full paper (not poster) to receive a grant.

For PhD courses: Courses outside Denmark can be justified if they have high relevance for the dissertation and if there is no similar course in Denmark.

## **PHD COURSE AND CONFERENCES**

The budget for a typical conference/course is:

- Cheapest return tickets (must be booked through Carlson Wagonlit, [www.carlsonwagonlit.dk](http://www.carlsonwagonlit.dk)).
- 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) – See [www.kunet.dk](http://www.kunet.dk) for rates, they vary across countries
- Conference or course fee
- Basic insurance is covered by University of Copenhagen

Please provide “Title of Paper” and link to conference/course when you apply.

You should not expect to receive funding for more than one “overseas” conference during your study.

See the Statute for the PhD Program in Political Science for ECTS point.

Remember that it ALWAYS is the rules of the Department that apply and that it is the Head of the PhD program (and above him / her: the PhD committee at the faculty level) 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’s guidelines.

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

For course information see [www.phdcourses.dk](http://www.phdcourses.dk) and see international associations as: International Political Science Association (IPSA) - [www.ipsa.org](http://www.ipsa.org), European Consortium for Political Research (ECPR) - <http://ecprnet.eu/>, American Political Science Association (APSA) - [www.apsanet.org](http://www.apsanet.org), Nordic Political Science Association (NOPSA) - <http://nopsa.net/> og Dansk Selskab for Statskundskab (DAPSA) - [www.dpsa.dk](http://www.dpsa.dk). IPSA has also a site where they try to collect information for all websites within political science (see <http://ipsaportal.unina.it/>).

## **REGULAR ASSESSMENT REPORTS**

Starting the program you are automatically approved for the first three months’ assessment mentioned in the general legislative. This is done on the basis of your application.

Approximate every ten months the faculty calls for an assessment. This assessment is a cumulative evaluation of your work as PhD student and also used to document and plan your work. There is a cumulative form on KUNET you need to fill out and discuss with your supervisor before handing it in to the head of the PhD program. In addition to the cumulative form, you must also submit the half year assessment form, also found on KUNet. This form (a single page) must be signed by you and your supervisor before being handed over to the Head of the PhD Program together with your cumulative form for approval.

The report should also be uploaded in the group-room that you make in your name upon starting the PhD program (for guidance on this see KUNet).

The half year assessment report should be retrospective as well as prospective and used as a tool for planning and developing the students PhD education throughout the studies.

## SUPERVISION

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

The PhD supervisor receives 30 hrs. per semester per student on their departmental workload scheme during the student ordinary enrollment. This counts for reading and preparing for meeting with the student etc. This is often unevenly divided across the different semesters.

There is the possibility to be allocated a co-supervisor if the PhD student can show that there are substantial grounds for it and the Head of PhD Program agrees, but it is not a rule that a PhD student has to have two supervisors. A potential co-supervisor can be based outside the Department but must be a senior lecturer/associate professor, a professor, or in possession of equivalent qualifications. The co-supervisor assists the principal supervisor and his/her tasks are agreed on by appointment and will normally include academic sparring in connection with selected areas of the research project. The main supervisor will in case of co-supervision be deducted in the hours the supervisor can put into the supervision.

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

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

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

- Reading and commenting on the PhD project
- Supervising the student in relation to the theoretical, methodological and practical planning of the research project
- Staying in regular contact with the PhD student and being an active party in connection with the research activities conducted by student

- Holding regular conversations with the student about the broader plans regarding the PhD program (i.e. during the submission of half-year evaluation forms) and ensuring that progress is taking place accordingly
- Informing the PhD student about relevant courses, conferences and journals in their field and introducing the student to relevant national and international research networks
- Advising the student about work requirements such as teaching and other knowledge dissemination activities
- Advising the student about future career prospects
- Finding an assessment committee and preparing the student for the PhD defense

As publishing articles increasingly has become a norm in academic practice, PhD students find themselves in an uneven competition with the most established researchers in their field when they aim to publish in high ranking academic journals. Therefore, the supervisors are encouraged to consider the possibility of co-authoring papers with their PhD students with the aim of publishing it in a recognized journal in their field.

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

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

Under the rare circumstance that the supervisor is not fulfilling the requirements or expectations regarding the PhD program, the students are advised to consult directly with the Head of the PhD program.

The PhD student may apply for a change of supervisor. The first step in this process is to set up a meeting with the Head of the PhD program. Following consultation with the Head of Department,

the Head of the PhD Program makes the decision on any change of supervisor. The supervisor must be heard in connection with a change of supervisor. In special cases, the Head of the PhD Program may replace the principal supervisor without any request by the PhD student.

## **PHD MENTOR**

When a new PhD student arrives at the department the student is assigned a PhD mentor. The mentor is an older PhD student that will show the student the department and help the student become acquainted with the colleagues and different practicalities concerning the PhD-program.

## **EXTENSION OF THE PHD FELLOWSHIP IN CASE OF LONG-TERM ILLNESS**

**(Applies to PhD students employed by the Department of Political Science)**

PhD students employed by the Department of Political Science can in case of illness apply for extension of the fellowship, when the fellowship is coming to an end. The department is not required to extend the fellowship it will matter on the progress made on the dissertation.

The following requirements must be met:

1. There must be a continuous illness of minimum 1 month (or 2 months in case of sick leave at part time)
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 PhD program director must approve the application,
5. The Head of Department considers the application.
6. The application should include have a time- workplan for the work completed and still need to be done in relation to the dissertation,
7. Each extension cannot be longer than three months, but a student can apply more than once,
8. The application should be handed in about a month before the fellowship expires.

The above mentioned requirements apply to extension both with and without extension of the salary (enrollment only).

### **Remember:**

- To obtain a medical certificate at the beginning of the sick leave (if the sick leave is longer than two weeks)
- That there must be a sick leave for an uninterrupted period
- and to report that you are sick to the reception!

## **GUIDELINES FOR THE GRANTING OF UNPAID LEAVE FOR DOCTORAL FELLOWS**



The following guidelines apply to the granting of unpaid leave for doctoral fellows employed by the Department of Political Science and doctoral fellows with an office at the Department of Political Science. The permission is administered through the Department.

The Head of Department will allow the leave based on a substantiated application, using the following guidelines:

1. Maximum one leave during the fellowship can be allocated
2. The leave must be used for paid work of high relevance to the dissertation
3. The leave is without pay, which means that there cannot be deducted any amount from the account of the PhD study board during the period, and that the supervisor will not be available
4. The leave is at maximum given for three months
5. The PhD student must prior to the start of his leave pack down his/her office so that another employee can use it during the leave. The student is not guaranteed that the same office can be obtained after the leave
6. The leave requires the supervisor's consent
7. In addition, the PhD student should make sure to obtain the collective wage including holiday pay, and a guarantee that the employer will cover any expenses for conferences, travel, etc. within the leave period

PhD students employed outside the Department of Political Science must be aware that a leave application must be approved by both the employer/ granting authority and by the Department (PhD program director and the Head of Department). See also University of Copenhagen's common rules on leave (it is formally the dean, who decides on the leave applications, but in practice the process starts with the Department, so get in contact with the PhD program director!).

## **GUIDELINES FOR LONG-TERM RESEARCH STAY ABROAD (3 MONTHS OR MORE)**

The PhD Program Committee can provide grants for long-term research stays abroad after application.

Note: For external students and students paid via external appropriation, this item will often be covered by the employer or grant authorizer - therefore check your contract to make sure that you are entitled to apply the program committee for grants!

You can apply grants for:

- Cheapest return tickets (book through Carlson Wagonlit)
- Transport to and from airport
- Visa if needed
- Living and housing (2.500 DKK pr. month or 2.500/30=83 DKK pr. day)
- Basic insurance is covered by University of Copenhagen (remember to get the incurrence card from Henrik before you travel)

**All costs must be documented with receipts. Travels must be booked via the agreements that the Department/CU at the time of application has made (see kunet.dk. For now it is Carlson**

**Wagonlit).**

The Program Committee grants may not cover the full expenses, thus it is recommended that you apply for funds or external grants. See some help with funding from other PhD students under 'My PhD'.

In some cases, you can apply for funds to cover expenses in connection with the stay (fee for photocopying, access to library, etc.). You cannot apply for funds to recoup a tuition fee, i.e. the typical payment required to be allowed to be at the university. Most students will go through a "Visiting Fellow" status, which does not require any registration fees and in many cases this is done through the supervisor or other faculties' personal contacts.

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 (can be done by sending an "ok" with an email).

It is recommended for PhD students to stay abroad for between 3 and 12 months. However, it is not a formal requirement. Stays can be at other universities, research institutions or fieldwork. Stays beyond 12 months must be substantiated and are separately arranged with the Head of the PhD program, the supervisor and the Head of Department.

**FIELDWORK**

There are very limited funds for fieldwork. PhD students must apply for external funds. Nevertheless the PhD students can apply the head of the PhD program in the same way as for research stays. Please note that fieldwork and stays abroad are funded by the same resources. In other words, one has to consider whether fieldwork or staying abroad at relevant universities is more important for ones dissertation.

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

**Taxation**

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

**TEACHING**

[You are expected to teach three courses during your enrollment. There is much flexibility in this. You can teach at the BA and MA-level or summer or winter courses. Talk to your supervisor. Deadline is approximately eight months before semester starts – that is your need to talk to the coordinators for the various courses approximately eight before semester starts. Please also consider that it is possible to teach together with others, repeat the same course in another semester or double a course in one semester if there are students enough.]

You are required to teach three courses during your employment period. You are expected to teach two undergraduate courses and one course at the master's level. Normally, the two undergraduate

courses will be a repetition of the same course. The deadline for suggesting courses and signing up for teaching is approximately eight months before semester start. Please discuss your teaching obligations and opportunities with your supervisor and course coordinators. Before teaching for the first time, you are required to attend a pedagogy course offered by the Faculty of Social Sciences. PhD students should not supervise master's theses.

## REGISTRATION OF PUBLICATIONS

When you publish – being a journal articles, newspaper articles etc – please record it in CURIS (see KUnet). Also note any other activity, e.g. appearance in various media. Everything can be listed here.

Apart from recording these activities in CURIS, you should of course also note them in the half year assessment report.

## THE DISSERTATION

There are very few formal guidelines to a dissertation. For the formal guidelines please see:

<https://www.retsinformation.dk/Forms/R0710.aspx?id=145366>,

[http://samf.ku.dk/phd-skolen/pdf/Ph\\_d\\_-bekendtg\\_relse2013.pdf/](http://samf.ku.dk/phd-skolen/pdf/Ph_d_-bekendtg_relse2013.pdf/)

[http://phd.ku.dk/pdf/faelles\\_phd-regler\\_og\\_retningslinje\\_2008.pdf/](http://phd.ku.dk/pdf/faelles_phd-regler_og_retningslinje_2008.pdf/)

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.” As the degree is in political science this is the international standard we must meet. 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. The details in a co-author declaration can vary between a single statement of equal contribution to a detailed account of all the elements in the work.

A dissertation can be a monograph or a number of publishable articles together with a dissertation report that summarizes and ties the articles together. Again from the legal document very few guidelines can be found and it is 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 in order 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 political science. Please discuss this with your supervisor etc.!

### **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, methodology chapter, and analytic chapters are natural elements of any monograph. The length varies between approximately 250 pages to 400 pages. Again remember it is quality not length that 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 8,000-12.000 words).

### **Article based dissertation**

An article based dissertation consists of a number of publishable papers and a frame. The number of papers will depend on a number of factors, including the tradition of the relevant subfields, how

substantive the respective articles are in terms of required research time, and whether they are single authored or co-authored. In general, we encourage students and supervisors to focus on the quality of the papers rather than producing as many papers as possible. Still, a minimum of three articles is expected. Determining what counts as a publishable paper is not easy, but it is expected that a paper can be published in an international peer-reviewed journal when it is submitted as part of a dissertation.

The papers comprising the dissertation should be clearly connected and center around a common research question. Thus, the papers should be thematically connected, complement each other, and show theoretical and methodological progress. On the other hand, they should not be too overlapping and repetitive.

The frame has two main purposes. First, it should provide coherence to the dissertation as a whole. That is, it should lay out the motivation for the project, explain its overall empirical and theoretical relevance, and show the connections between the different papers. Second, the frame is the place for deeper reflections on important issues that are treated only briefly in the papers. These include discussion and justification of the methodological and theoretical choices made. Thus, the frame should go more into depth with methods and theory than is possible in the papers. The frame should also include a literature review and highlight the contribution of the dissertation to the field.

It is important that the frame is not a mere last-minute summary of or addition to the substantive work put into the papers. The frame and the articles will be assessed as equally important parts of the dissertation. For this reason, we encourage the PhD student to work on the frame from the beginning of his or her PhD education, alongside the papers. There is no minimum length of the frame, but it is important that it is sufficiently substantive to provide the depth to undergird and justify the methods and theories used in the papers. The frame can also be used to give empirical and historical background to the papers.

We encourage students to explore the possibilities of co-authoring articles with faculty members or other students during their studies. If these articles are part of the dissertation, a co-author declaration must be attached to the dissertation. If co-authored articles are included, the number of articles to include in a dissertation typically increases proportionally. Remember again that assessment committees usually focus on quality and less on number of articles. At least one significant article in an article-based dissertation should be single-authored.

## **INDEX OF COMMITTEES**

### **KUFUR: University Graduate Education**

Advisory body for the LT (directors and deans) at KU level consists of 6 PhD research school leaders and 6 PhD students (chosen by faculty committees). A representative of the administration of each faculty participates as observer.

### **The PhD Study Committee**

KU is divided into 6 faculties. Each faculty has a PhD committee. In the social science faculty, the committee consists of one PhD student from each department and each of the heads from the departments PhD Programs. The latter is formally elected from among the Department's PhD

students. The PhD Study Committee has a number of competencies with regard to the PhD study program (see the executive order and the Faculty's rules and guidelines).

### **The PhD Program Committee**

Each department in the Faculty of Social Sciences has a PhD program committee, which acts as a consultative body in relation to the PhD Faculty Committee. Simultaneously, it performs a number of functions that the PhD Faculty Committee has delegated to the departments. The PhD Program Committee is an advisory body in relation to the PhD Program at the departmental level. The committee is a framework for cooperation between the Head of the PhD Program, the PhD students and the rest of the department. It is comprised of the Head of the PhD Program, two faculty members and three PhD students. As far as possible, the members represent different disciplinary backgrounds. The Committee is a forum where the PhD students can raise issues regarding the PhD Program and can bring new ideas to be discussed. Issues related to the work of the PhD Committee at the faculty level are also debated. The committee meets approx. twice a year or whenever it is needed. Any member of the committee can call up a meeting if they deem it necessary.

### **Head of the PhD Program**

The VIP, who heads the PhD program at the department level, is at present Professor Christian F. Rostbøll (IFS).

### **The department's leader team**

The team meets every second week and discusses department businesses. The Team consists of The Head of department, Vice Head of the department, Head of Studies, Head of the PhD program and the Head of department's administration.

### **The Department Forum**

A committee the department's direction can choose to consult in different situations. The committee consists of 5 VIPs, 5 STIPs, 5 TAPs and 5 students.

### **The Research Management Committee**

Consists of research coordinators and directors of the departments centers. Head of the committee is currently Ben Rosamond. From the perspective of PhD students, it is important to note that this committee supports and manages postdoc applications.

### **The Study Board**

The Study Board approves the courses. Course abstracts and detailed course outlines must be forwarded to the coordinator approximately 8-6 months in advance (detailed information about deadlines by mailing list).

### **The Research Groups and Centers**

The department is organized around a number of research groups and centers. How and when the different groups meet is agreed on within the three groups. The Research Groups 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 that administrates the mailing lists in order to be put on a list. There are also several centers at the Department which have their own homepage and a mailing list you can subscribe to.

## FORMALITIES REGARDING THE SUBMISSION OF THE THESIS

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

You are welcome to check with the relevant staff a couple of weeks before you submit in order to be sure that you have understood the procedure properly, and whether someone are present on the day you want to submit!

## FAQ

- The assessment committee consists of a chairman from the Department and two external associate or full professors from other universities. At least one of them is from outside Denmark. The committee must be approved no later when the dissertation is turned in. Normally, the process is that the supervisor suggests a committee to the Head of the PhD program, which asks the Dean for final approval.
- The external committee members in the PhD assessment committee receive a honorarium of approximately 6,900 DKK to serve on the committee. Members of the assessment committee cannot be part of the final seminar (slutseminar).
- PhD students under the 4+4 will after two years take the exam to pass the master level (cand.scient.pol). The external committee members of this committee receive a honorarium of approximately 3.400 DKK to serve on the committee. The program invites the members for a lunch before the exam.
- The external member of the final seminar (slutseminar) receives an honorarium of approximately 2,700 DKK. The final seminar is set to last for three hrs. The Head of the Program and Lise Sonnichsen (the Department PhD secretary) must be informed about the date and the participants in the seminar. Normally, the seminar is held three months before the deadline for submitting the dissertation. It is expected that a draft of the entire dissertation is ready for the final seminar. The external member usually comes from the

(larger) Copenhagen area – in terms of transport time (e.g. Lund, Malmo could also be options). Honorarium cannot be paid to employees at University of Copenhagen.

- During the mandatory internal seminars the external member receives an honorarium of approximately 1,800 DKK. The external member usually comes from the (larger) Copenhagen area. Honorarium cannot be paid to employees at University of Copenhagen.
- Generic courses in the six months assessment are defined as courses supplied by the faculty, and pedagogical courses. That is generic broader than the field of political science.
- Internally PhD students are part of the salary allowance structure at the Department. Please contact the shop steward (tillidsmand) for more information.
- Proof reading. If you have a fully accepted paper in a recognized international journal. You can apply for a proof reading of your final manuscript. You should have a specific offer from a proof reader in order to receive any funding.
- If you are interested in applying for an externally financed post.doc. following your PhD study. Please take it up with your supervisor and the department's Research Management Committee.