

Rules for the PhD Programme at the Graduate School, Arts

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Rules for the PhD Programme at the Graduate School, Arts

Introduction

The rules for the PhD programme at the Graduate School, Arts have been prepared with reference to Ministerial Order no. 577 of 14 May 2010 on the PhD programmes at the universities, the guidelines from Ministry of Science, Technology and Innovation on PhD programmes and Aarhus University's rules for programmes must be organised at graduate schools. The Graduate School, Arts runs the PhD programme at the Faculty of Arts.

1. Purpose, structure, etc.

1.1. Purpose

The PhD programme is a research training programme which aims to develop the competencies of PhD student to carry out research work independently, i.e. abilities in the areas of analysis of, knowledge of, independent work with and communication of academic issues at the highest international level. In this connection, the programme will give students familiarity with all the most advanced research methods and theories in their respective fields. As a result, the PhD programme will qualify a PhD graduate to independently carry out research, development and teaching work in both the public and the private sectors. After completing the PhD programme, PhD students should also have developed all skills in developing new ideas within one or more areas of their discipline, as defined in the broadest sense.

The PhD programme is aimed at training students for future employment both as academic researchers and in a broader range of functions in society.

1.2. Organisation

Under the direction of its head, Graduate School, Arts operates PhD programmes at the Faculty of Arts and in the faculty's departments and research centres. The head of the graduate school reports to the dean, and works in collaboration with the PhD committee and the Academic Council to ensure the provision of the best possible PhD programme and research training for PhD students, including competency development for PhD students and all supervisors. The Graduate School, Arts offers eight PhD programmes, each managed by a PhD programme director who, in collaboration with the head of the graduate school and the PhD committee, is responsible for the PhD programme, including quality assurance within the academic disciplines of the programme. This quality assurance is maintained through, among other things, discussion with supervisors and PhD students and the provision of graduate courses.

Each PhD programme has a standing admission committee made up of five experts within the relevant research area. The admission committees make recommendations concerning the admission of students to the programme and the award of PhD scholarships. The committees must cover the spread of disciplines within the research areas of their respective programmes, and both genders must be represented. Membership of the admission committees will be changed regularly. The PhD programme director will be the chair of the admission committee for the programme. The admission committee will involve relevant experts in the work of assessment. Interviews may be held.

The PhD committee comprises six members elected by the academic staff and six members elected by the PhD students. The committee will carry out the task laid down in the section 16b (7) of the Danish University Act. The head of the graduate school will participate in the meetings of the PhD committee as and when required.

2. Admission etc. to the PhD programme

The PhD programme is equivalent in length to three years of full-time study at a level above that of a completed Master's degree.

The programme can be organised on a part-time study basis, but may not extend over more than six years. The enrolment period may be extended in connection with childbirth, adoption, illness or other types of leave. The period of study may be shorter if the student has obtained equivalent qualifications to those required by other means (credit transfer).

The Graduate School, Arts offers both a four-year programme (4+4 scheme) and a three-year programme (5+3 scheme).

2.1. The 4+4 scheme

Admission to the 4+4 scheme requires that students have completed a relevant Bachelor's degree (or have passed examinations equivalent to the requirements for a Danish three-year Bachelor's degree) and that they have passed 60 ECTS points of a relevant Master's degree programme. For the first two years of the programme (Part A), students are enrolled on both Master's degree and PhD programmes. They complete their Master's degree at the end of the second year. For the remaining two years (Part B), students are enrolled only as PhD students. For other rules concerning Part A of the 4+4 scheme, please refer to the supplement to these rules.

2.2. The 5+3 scheme

Admission to the 5+3 scheme requires that students have completed relevant Bachelor's and Master's degrees (or have passed examinations equivalent to the requirements for Danish three year Bachelor's degree and Danish two-year Master's degree). Enrolment on a PhD programme is for three years.

2.3. Applications

Applications for admission to a PhD programme must be made using the university's online application facility. Requirements concerning applications are set out in the guidelines provided. All applications for admission to the PhD programme and for scholarships will be evaluated by the relevant admission committee.

If there are special costs associated with the research project (long-term stay abroad, field studies, experiments, equipment or the like), the application for admission to the PhD programme must include an all appendix with a presentation of the expected special costs.

2.4. Evaluation criteria

Selection for admission to PhD programmes will be made on the basis of normal academic assessments criteria, with emphasis on the academic evaluation of the applicants' qualifications and of the academic strengths and weaknesses of the proposed projects.

The evaluation of applicants' personal qualifications is based on academic career to date, grades achieved on examinations passed, special qualifications that are relevant for the proposed research project (e.g. language skills and experience with particular theories and methods), and other experience or skills that make it probable that the applicant will be able to satisfactorily complete the PhD programme. Academic publications by applicants and experience gained from stays in overseas research and educational institutions can also be considered. The evaluation of proposed PhD projects will lay weight on academic originality, methodological and theoretical consistency, possible contribution to the academic development of the disciplines, and an assessment of whether projects can be completed within the standard period of the programme.

Other important considerations may be an evaluation of the possible integration of projects into existing research environments, including consideration of future needs of recruitment of staff.

Enrolment at the Graduate School, Arts requires that:

- Applicants have acquired a Master's degree or passed examinations of an equivalent level, or applicants have fulfilled in some other way the necessary academic requirements for undertaking a PhD programme.
- However, it is possible to begin a PhD programme before completing a Master's degree; see the supplement to these rules for the PhD programme at the Graduate School, Arts (4+4 scheme)
- The PhD project lies within one of the faculty's active research areas, and that a member of the academic staff at the level of associated professor/professor is available for appointment as the principal supervisor.
- The necessary resources are available, including workspace, any necessary technical equipment, and funds for journeys and training, for the programme to be completed in accordance with proposed PhD plan and in an appropriate manner within the standard study period
- The applicant is considered qualified for enrolment by the admission committee.

2.5. Decision on enrolment

The head of the graduate school will decide on the enrolment of a PhD student on the basis of a recommendation from the admission committee. The dean will decide on the allocation of any scholarship on the basis of a recommendation from the head of the graduate school and the admission committee. Enrolment on a PhD programme takes place as of the first day of a month. Normally no enrolment takes place as of 1 January or 1 July. Enrolment may not take effect retrospectively. Normally enrolment takes place as of 1. February or 1 September.

2.6. Organisational affiliation of PhD students

PhD students are affiliated to the relevant PhD programme in accordance with the broad academic and methodological aspects of the project. Although PhD students are each affiliated to one specific PhD programme, they may take relevant courses from and participate in other academic activities in several programmes, in agreement with their principal supervisor.

PhD students who are employed by the faculty or who have a full- or part-time workplace at the faculty are normally affiliated to the department and research programme of their principal supervisor. The PhD programme is responsible for ensuring that PhD students also have affiliation to relevant research environments.

3. Content of the PhD programme, etc.

3.1. Degrees from two institutions

The Graduate School, Arts works in collaboration with international partners in its programmes. The programmes may be organised in collaboration with one or more cooperating foreign PhD training institutions. Enrolment based on collaboration on degrees at two institutions will be based on framework agreements between the Graduate School, Arts and the partner institutions. Similarly, individual agreements will be entered into with partners concerning the content of a student's PhD programme. The PhD plan will then be based on this agreement.

3.2. Supervision

The head of the graduate school will appoint supervisors for the PhD project.

The principal supervisor must be an active, recognised researcher within the relevant research area, and must be employed by the university as a professor or associate professor, or on an equivalent level, and must be affiliated to the Graduate School, Arts. All supervisors must be academically qualified in the area of the PhD project. Other experts may be associated as project advisors, according to the mentor agreement.

Two, or normally at most three, supervisors will be appointed for a PhD project:

- A principal supervisor, who will have overall responsibility for all aspects of the PhD programme and for the supervision process as a whole.
- One (or possible two) co-supervisor(s), who will provide academic guidance in the PhD project in accordance with written supervision agreement. The co-supervisors may be employed at other institutions in Denmark or abroad.

If the project or a significant part of it is conducted outside the faculty, a co-supervisor will normally be appointed from the institution at which the work is carried out. (See also section 11, Other regulations, concerning the appointment of a company supervisor in connection with private sector PhD projects link to rules on the industrial PhD scheme)

Change of supervisor

Supervisors may be changed in the course of a PhD programme, or additional supervisors appointed. A request for a change of supervisor may come from the PhD student or from the principal supervisor, or the change may be initiated by the head of the graduate school. Request to the Graduate School, Arts for a change of supervisor must be made through the graduate school administration. The head of the graduate school will decide on changes of supervisors and on the selections on new supervisors.

If the principal supervisor or a co-supervisor is unavailable for a period of a month or more during the course of the PhD programme, the graduate school administration must be advised of this, and an acting supervisor will be appointed.

Supervision Agreement

A written supervisor agreement will be prepared. This supervisor agreement will form an element of the PhD plan. The graduate school will approve the supervision agreement at the latest three months after the enrolment of the PhD student. A PhD student will be offered 180 hours of PhD supervision in total, i.e. normally 30 hours of supervision per semester, divided between the project supervisors. This amount includes supervisors' preparation work. However, the need for and extent

of supervision may vary over the course of the programme. Principal supervisors must meet their students on regular basis.

3.3. Supervisors' responsibilities

The *principal supervisor* has overall responsibilities for the PhD programme as a whole, for supervision as a whole, for the preparation of the PhD plan, for semi-annual evaluations, etc. The principal supervisor will monitor the progress of the PhD student's research project and the writing of the PhD dissertation with a view to ensuring completion as required. The principal supervisor has responsibility for contacts between the Institution and the co-supervisors concerning work on the PhD project. This is particularly important if the PhD studies are carried out in part outside the institution.

In addition to academic supervision, the principal supervision must:

- Together with the student, prepare a realistic PhD plan at the start of the project.
- Evaluate the progress of the PhD student's research project and report on this in semi-annual evaluations
- Participate in development work and competency development at the Graduate School, Arts
- Support and guide the PhD student in developing national and international contacts and in working cooperatively in the world of research
- Support and guide the PhD student in his or her efforts to publish research results in the course of the PhD programme
- Actively update the PhD student's status in the university's online PhD system (PhD Planner) throughout the programme, including submission of the PhD plan and semi-annual reports on time

All supervisors must:

- Remain aware of all changes in the PhD order and other rules and guidelines for PhD studies
- Provide supervision regularly, and read and discuss the student's work
- Stay in regular contact with the student
- Establish contacts with other relevant research environments, both nationally and internationally
- Ensure that the PhD student retains the rights to his or her own research results in instances of joint research projects, joint experiments, joint research publications, etc., for example by means of declarations by co-authors.

3.4. The PhD student's responsibilities

The PhD student must keep his or her supervisors informed of the progress of the project, including:

- All important research results
- Drafts of abstracts, publications and the PhD dissertation
- External contacts that affect the project
- All relevant information concerning the progress of the PhD programme and work on the dissertation, including information relevant to the semi-annual evaluations points (these points to be notified to the principal supervisors in good time)
- According to 4.2 participate actively in the workplace research environment. Respectively, research programme's general activities.

The PhD student must also be aware of changes in the PhD order and in other rules and guidelines relevant for the PhD programme, and actively update his or her portfolio in the university's online PhD system (PhD Planner) and in the faculty's research database.

4. Completion of the PhD programme

4.1. The PhD plan

The PhD student must prepare a research and education plan in cooperation with the principal supervisor. The plan will include a timetable for the PhD project, including the writing of the PhD dissertation within the standard study period. The graduate school will approve the PhD plan on the recommendation of the PhD programme director. The graduate school approves the PhD plan after setting from PhD programme director on the basis of an assessment of the feasibility and consistency with the graduate school's quality requirements, including applicable rules.

The PhD plan must be approved at the latest three months after the student's enrolment on the PhD programme. The PhD plan must be prepared using the university's online PhD system (PhD Planner), and must be updated regularly in connection with the semi-annual evaluation.

The PhD plan must include the elements listed below.

1. **Timetable**

The PhD plan must include timetable for all elements of the PhD programme, including PhD courses, changes of research environment in which work is done, overseas study trips, field studies, work on the PhD Dissertation, and work assignments at the university department or collaborating institutions. If the PhD programme is conducted in collaboration with external partners, the period working at the faculty and at the premises of the external partners must be included in the timetable.

Credit transfer - A detailed overview must be attached to the PhD plan of all activities relevant to the programme that have already been carried out and that the principal supervisor considers could qualify for credit transfer without changing the level of the PhD programme.

2. **Supervision agreement**

Please refer to section 3.2 above concerning the supervisor agreement.

In the event of a change of supervisor or the appointment of additional supervisors, the supervision agreement must be updated and approved by the graduate school.

3. **Project description and work plan for the PhD project**

A description of the academic content of the PhD project, including its main elements, ideas concerning methods, theories and any empirical research work planned, etc. The PhD plan should include a realistic description of the work involved, divided up into tasks distributed over the semesters of the PhD programme. The PhD plan should also state the planned language of the PhD Dissertation.

One year after entry to the PhD programme (for the 4+4 scheme, in connection with the midway evaluation) an overview of the planned sections and contents of the PhD Dissertation must be added to the PhD plan, and also a proposal for the form of the dissertation, i.e. whether it is expected to be a monograph or composed of several shorter texts. At the same time, an extended and developed description must put the work done to date into perspective in relation to existing research. These elements must be included in the second semi-annual evaluation (for the 4+4 scheme, in the fourth semi-annual evaluation).

4. Plan for participation in PhD courses

PhD courses must be completed corresponding to approximately 30 ECTS points in total. PhD courses taken must be relevant to the PhD student's research project, training or prospective career. Participation in PhD courses must be planned in cooperation with the principal supervisor. The PhD course must be on a higher academic level than the Master's degree, unless there is special reason for giving dispensation from this principle.

By agreement with the principal supervisor, the PhD student may participate in courses offered by the graduate school, by national or international course providers or research networks, or by other organisations. The principal supervisor will recommend the number of ECTS points to be awarded for each course in which the student has participated in the semi-annual evaluation. Normally, 1 ECTS point is considered equivalent to 25 hours of work, including preparation time etc. To a limited extent, ECTS points may be awarded for participation in academic conferences, if the outcome is considered equivalent to the outcome from participating in a PhD course. A maximum of 10 of the 30 ECTS points required may be earned in this way. Participation in PhD workshops, master classes or the like specifically aimed at PhD students, including occasions where these events are organised in connection with conferences, are awarded ECTS points as for participation in PhD courses.

PhD students may participate in PhD courses in transferable skills or other general competencies that strengthen their career and employment prospects. PhD courses in supervision and in university teaching are obligatory, and must be completed early in the PhD programme, in order that the courses can prepare PhD students to undertake their work obligations, including work for their departments. Exemptions may be given from the courses if the student has previously acquired equivalent qualifications.

5. Plan for participation in active environments (change of research environment)

In order to ensure that the PhD programme is on an international level, it must include a lengthy research stay in an active environment overseas for an all period of at least two months. Reflection concerning change of research environment and international research stays must appear in the PhD plan. The head of the graduate school may give exemptions from this requirement in connection with approvals of the PhD plan, if there are academic or other important reasons for doing so.

Total stay overseas may not normally exceed one year. Because of the need to ensure that the PhD dissertation is handed in before the end of the enrolment period, lengthy stays abroad may not be placed in the last semester of the programme.

It is expected that PhD students will participate actively in international academic conferences and workshops.

6. Plan for teaching activities or other forms of communication of knowledge

Teaching and other forms of communication of knowledge must be related to the PhD student's PhD project as far as is possible.

Work within the department by PhD students

Unless otherwise agreed with external partners, PhD students will carry out 840 hours of work within their department in the course of their PhD programme. This may be work involving tutoring, independent teaching and academic assistance in research centres, academic conferences, academic journals or major research grant applications. This departmental work must have an experience or learning dimension related to the PhD

student's education or future career prospects. Departmental work must be planned on enrolment with consideration for the central elements in the PhD plan, and must be registered in the PhD plan. The semi-annual evaluations shall contain information about the extent of the PhD student's departmental work over the past half-year. Responsible for the availability of the PhD student's teaching resources, as well as for the planning of their learning tasks is undertaken by the director of studies at the department, while the availability of and the scheduling of other tasks (scientific assistant) is undertaken by the head of the department. The rules are presented in the faculty's guidelines for departmental work (PhD student's paid work for departments 840 hours total).

7. Any agreements on intellectual property rights

In connection with the preparation of the PhD plan, account must be taken of the issues of copyright and rights to any data material collected. If the PhD programme is to be carried out in collaboration with other parties, the PhD plan must include an agreement concerning copyright to any data material collected. If the PhD student publishes any of his or her research results in collaboration with other writers, then a co-author declaration must be provided. Any limitations on copyright must be approved by the head of the graduate school.

8. Financing plan (budget)

A financing plan forms a part of the application for enrolment on the PhD programme. The PhD student must prepare a realistic budget presenting the expenses connected with varying out the proposed PhD programme, including cost of any special equipment needed, participation in courses and seminars, travel, lengthy stays overseas, tuition, etc.

The financing plan must be adjusted if necessary in connection with the preparation of the PhD plan, and must be attached to that plan. Account should be taken of any reservations on the part of the graduate school concerning the scale of such costs expressed in connection with the approval of the enrolment of the PhD student and the award of the PhD scholarship.

If the PhD programme is to be wholly or partially externally financed, the faculty will prepare a written agreement with the external party or parties on the financing of the programme and the amounts that the parties will make available to the PhD student.

4.2. Place of work

It is understood that PhD students will have their place of work at the premises of the research programme to which they are affiliated, and that they will be regularly present and active there, if they are not working in some other research environment in accordance with the PhD plan. During the academic semesters, it is expected that PhD students will be actively working at their place of work, unless some other arrangement is agreed with the principal supervisor and the head of the graduate school.

In cases where the PhD programme is conducted in collaboration with an external institution or company, the division of work time between the department and the other institute or company involved will be agreed at the time of enrolment on the programme. Written agreements will be signed by the head of the graduate school.

4.3. Semi-annual Evaluations

Every six months, an evaluation will be made of whether the PhD student's studies are progressing satisfactorily in accordance with approved PhD plan. In the evaluation, account will be taken of documented illness, periods of maternity/paternity leave, other forms of permitted leave, and other academic factors. The student must be evaluated for each six-month period of active study during the entire period in which he or she is enrolled as a PhD student.

The principal supervisor is responsible for initiating and administering the semi-annual evaluation. The principal supervisor and the PhD student are required to meet to discuss the evaluation. The future course of the programme and the project should also be discussed at the meeting. It is the responsibility of the principal supervisor to ensure that the evaluation is conducted realistically and in specific terms in relation to the PhD plan. The PhD student has two weeks in which to comment on the evaluation by the principal supervisor. The semi-annual evaluation must be entered into the university's online PhD system (PhD Planner).

The PhD programme director will put forward the semi-annual evaluation for approval by the head of the graduate school. The head of the graduate school is responsible for deciding whether the semi-annual evaluation should be approved and the PhD student should continue his or her studies, or whether special measures such as a three-month probationary period are necessary.

In connection with the semi-annual evaluation 12 months before the end of the period of enrolment on the PhD programme, a dissertation seminar will be arranged at which the PhD student must present an outline of the planned dissertation, including selected written examples of the basic hypotheses, theories and methods. The outline will be critically discussed among the PhD student, principal supervisor, and expert senior researchers. The seminar may be arranged by the department or in connection with an event at Danish or a foreign institution. The seminar may form part of the background for the semi-annual evaluation.

If the dissertation is not submitted to the graduate school by the end of the enrolment period, a semi-annual evaluation must be submitted at the end of the enrolment period with a description of the status of the project, including a schedule for the completion and submission of the dissertation. The head of the graduate school may in such cases decide to extend the period of enrolment. (cf. also 5.7)

4.4. If the semi-annual evaluation is not approved: three-month probationary period

If the evaluation shows that the PhD programme is not proceeding satisfactorily, despite any adjustments to the PhD plan, a special procedure will be initiated (three-month probationary period). The principal supervisor's description of the elements not satisfactorily completed must be phrased in the semi-annual evaluation in sufficiently precise and specific terms that the PhD student can clearly understand and relate to the lacking elements. A probationary period can if necessary be initiated without being related to a semi-annual evaluation.

After receiving the principal supervisor's recommendation and consulting the PhD programme director, the head of the graduate school will decide whether to offer the PhD student a three-month probationary period. A PhD student may only be offered one such probationary period. A probationary period does not in itself mean that an extension is granted to the length of the PhD programme. The PhD student must inform the graduate school before a deadline set at a minimum of one week's time whether or not he or she accepts the offer of a three-month probationary period.

The principal supervisor will recommend to the graduate school the goals for what the PhD student should achieve in the probationary period in order to bring the status of the PhD project back into line with the PhD plan and thus provide the prospect that the PhD dissertation will be completed satisfactory academic level. The required task will be notified to the PhD student in writing. In order to assess the result of the PhD student's work during the probationary period, the head of the graduate school will set up a committee on the recommendation of the principal supervisor and the PhD programme director comprising the principal supervisor (possibly the co-supervisor (s)), the PhD programme director, and one other person at the level of professor or associate professor with expertise in the area of the PhD project. The committee must make a written, reasoned recommendation to the head of the graduate school. The assessment must be completed within one month.

4.5. Dismissal from the PhD programme

The PhD student will be dismissed from the programme by the end of the month in the following cases:

1. The PhD student does not accept the graduate school's offer to bring his or her PhD programme into line within a three-month probationary period.
2. The head of the graduate school decides on the basis of the recommendation of the assessment committee that the outcome of the probationary period is negative (see section 10(4) of the PhD order).

If the PhD programme is being carried out in collaboration with an external institution or company, or if the PhD student is externally employed, the graduate school will inform the relevant institution/place of employment before initiating the three-month probationary period.

4.6. Leaving the PhD programme before the end of the enrolment period

If the PhD student leaves the PhD programme before the end of the normal enrolment period, the graduate school and any external partners must be informed immediately.

4.7. Other work during the enrolment period

The PhD programme is a full-time study unless otherwise agreed at enrolment or subsequently. In order that the PhD dissertation can be completed on time, the graduate school requires that the PhD students should not have other employment during the enrolment period, regardless of how the PhD programme is financed. The head of the graduate school may give exemption from this rule in special cases. An application setting out reasons why such an exemption should be given may be submitted to the graduate school.

4.8. Extension of the period of enrolment on grounds of childbirth, adoption, illness or other leave

The enrolment period may be extended in connection with childbirth, adoption, demonstrable delay in the PhD programme as a result of illness, and any other type of leave. Such extension will be made in accordance with the relevant legislation. No extension will be given for illness lasting less than one month.

Leave may be granted in special circumstances if the activity for which leave is sought has academic relevance to the project and will improve it or will enhance the PhD student's future career or employment prospects. The period of leave may not exceed one year, divided into not more than two separate periods.

5. The PhD dissertation

5.1. Requirements

The PhD dissertation must document that the author has carried out an academic project, independently using relevant academic methods, and has thus carried out research work meeting the international standards for PhD degrees within the field in question.

A PhD dissertation cannot be submitted for assessment by two or more authors jointly. However, the research project on which the dissertation is based may have been carried out in collaboration with others.

The dissertation must normally be written in Danish or English. However, the head of the graduate school may give approval for the dissertation to be written in another language. This is normally done at the time of the PhD plan is approved.

The dissertation abstract must be written in both Danish and English versions. If a dispensation has been given for the dissertation to be written in a language other than Danish or English, a version of the abstract in that language must also be included. The abstract may not exceed five standard pages (2,400 characters per page) in length.

For the PhD students enrolled before 1 February 2009:

Having regard to the need for the PhD project to be completed within the normal period of study and for the requirements of the PhD order concerning the deadline for assessment, the total length of the dissertation may not exceed 300 standard pages (2,400 characters per page), excluding bibliography, lists, appendices, etc. In special cases the head of the graduate school may give an exemption from this requirement.

For PhD students enrolled on or after 1 February 2009:

Having regard to the need for the PhD project to be completed within the normal period of study and for the requirements of the PhD order concerning the deadline for assessment, the total length of the dissertation may not exceed 250 standard pages (2,400 characters per page), excluding bibliography, lists, appendices, etc. In special cases the head of the graduate school may give an exemption from this requirement. An application giving reasons must be submitted to the graduate school before the second semester. If the assessment committee concludes that the dissertation requires revision before it can be defended, the head of the graduate school will normally give an exemption.

5.2. The format of the PhD dissertation

The PhD dissertation may take the following forms:

1. A monograph.

A dissertation written independently by the PhD student

2. A collection of several academic texts that are related in content and/or methodology and where the results obtained in course of the PhD programme are presented and possibly published, either by the PhD student alone or by the student together with other authors.

In addition, the dissertation must include a separate presentation by the PhD student that takes the form of a large-scale overview article.

The presentation must describe:

- The overall research project
- The overall issues addressed by the dissertation
- The precise research field, and the research methods and theories
- An overview of the research (if this is not made clear in the separate works)
- The relationship between the individual texts, and their relationship to the overall project
- The result achieved, with an evaluation of the methods used
- The relationship of the research result obtained to other significant research in the field

The dissertation must also include a summary/abstract (see section 5.1, Requirements).

In addition to the written work, the candidate may submit other kinds of research output. This output could involve a portfolio of work, film, software, exhibitions, performances, or similar. Regardless of the specific format, all elements should be contextualized in relation to relevant research traditions.

5.3. Submission of the PhD dissertation

It is expected that the PhD dissertation will be submitted to the graduate school at the end of the enrolment period and any extension for childbirth, illness or other leave. The department will be responsible for making the necessary number of copies for assessments; the defence and general availability before the defence (Please see the website of the graduate school for more information)

5.4. Copyright, co-author declarations, etc.

All rights to the dissertation belong to the author; unless a special agreement concerning intellectual property rights has been entered into with external parties at the time of the enrolment on the PhD programme. If the author enters into an agreement with a publisher or the like concerning publication of the dissertation in whole or in part, the publisher's agreement must be secured at the same time to the effect that the dissertation can be assessed in accordance with rules currently in force, including section 19(2) of the PhD order. In cases where the PhD dissertation includes work with several authors, declarations from the co-authors must be submitted together with the dissertation stating that the co-authors are aware that the work forms a part of a PhD dissertation and stating the extent and nature of the PhD student's share of the work. These declarations must be dated and signed by the co-authors and the PhD students as author of the dissertation submitted.

5.5. Other declarations

If the dissertation has previously been assessed (either in parts or in its entirety) with a view to gaining a PhD degree or any similar academic degree at any institution of higher education either in Denmark or abroad, this must be stated when the dissertation is submitted, and the result of such assessment stated.

5.6. Statement by the principal supervisor concerning the PhD programme

Simultaneously with the submission of the dissertation, or at the latest one week after it has been submitted, the principal supervisor must submit a statement to the graduate school concerning the completion of the PhD programme, including the completion of the individual elements in the PhD plan. An overview of the PhD student's portfolio (participation in PhD courses, seminars, academic conferences, etc.; periods in other research environments, including overseas; and teaching activities and/or other forms of academic communication) must be attached to the principal

supervisor's statement. The overview must be submitted in English possibly Danish versions, and will later form degree supplement to the PhD certificate. The principal supervisor's statement must be expressed as a declaration concerning the extent to which the principal supervisor can approve the PhD programme as having been satisfactorily completed as a fulfilment to the requirements of the PhD order.

If the principal supervisor's statement reports that the PhD student has not satisfactorily completed the PhD programme, the student must be given at least two weeks to comment on the principal supervisor's statement, the previous semi-annual evaluations, and any comments by the PhD student as to whether the PhD programme has been satisfactorily completed.

The PhD dissertation can only be assessed if the PhD programme as a whole is assessed as having been satisfactorily completed.

5.7. Ending the PhD programme

The PhD student's enrolment ceases on the submission of the dissertation. If the dissertation has not been submitted by the end of the enrolment period, enrolment ceases at the end of the set enrolment period. The head of the graduate school may decide to extend the enrolment for a specified period if there is a prospect that the dissertation will be submitted within a reasonable time, and if so recommended by the principal supervisor in a semi-annual evaluation. (cf. 4.3, last paragraph)

5.8. Submission of a dissertation without enrolment on a PhD programme: Section 15(2)

In special cases, the graduate school may decide that a dissertation may be accepted for assessment without the author having completed a formal PhD programme, if the author has acquired comparable qualifications in other ways. The author may, for example, have taken courses, had contacts with active research environments, and communicated knowledge and/or taught at a relevant level within the academic area.

One copy of the dissertation must be submitted to the graduate school together with a statement of how the applicant claims to have met the requirements of a PhD programme, as laid down in the PhD order. A declaration from the applicant must be submitted together with the dissertation stating whether the dissertation has previously been submitted for assessment, and if so where.

The graduate school will request an opinion from one or more of the professors, associate professors or other qualified people with the most appropriate academic expertise as to whether the dissertation can be accepted for assessment. On the basis of the expert recommendation, the head of the graduate school will decide whether to accept the dissertation for assessment.

6. The Assessment Committee

6.1. The composition of the assessment committee

The assessment committee will comprise three members. Two members must be from other institutions, and at least one member must be from abroad. The members must be at least at the level of associate professor or have equivalent academic qualifications. All members of the committee must be expert, active and recognised researchers within the area of the PhD project. Both sexes must be represented in the assessment committee. The local committee member will be appointed as chair.

6.2. Procedure for appointing the assessment committee

The principal supervisor must notify the PhD programme director of the expected submission of the PhD dissertation no later than two months in advance. If the expected submission date falls within the periods 15 June – 15 August or 15 December – 15 January, the notification must be no later than three months in advance.

Before submission of the dissertation and after consultation with members of the research environment, including the principal supervisor, the PhD programme director will make recommendations to the graduate school concerning the composition of the assessment committee.

The head of the graduate school will decide on the appointment of the committee. The PhD committee will be informed of the recommendation concerning the composition of the assessment committee. The members of the PhD committee may object to the composition of the assessment committee within seven days of being informed.

The author of the dissertation may object to the composition of the assessment committee within a period set at a minimum of one week of being informed of the composition of the committee. If the author cannot accept the final decision on the composition of the assessment committee, he or she may withdraw the dissertation within a period of one week.

6.3. The work of the assessment committee

The principal supervisor sits on the assessment committee without voting rights. The principal supervisor will participate in the work of the assessment committee, including informing the assessment committee of any factors which may have a bearing on their academic assessment, and must be kept informed of drafts of the committee's preliminary assessment.

6.4. Timetable for assessment of the dissertation

The committee's preliminary assessment must be ready within two months of the submission of the dissertation, and the defence must take place at the latest three months after the submission of the dissertation to the graduate school. The month of July is not included when calculating the two-month deadline.

The timetable must include one week for the approval by the graduate school of the committee's preliminary assessment. The PhD student must receive the preliminary assessment at the latest three weeks before the defence. The final date for the defence must be agreed with the PhD student once it is clear that the dissertation is accepted for defence.

7. The preliminary assessment of the PhD dissertation

At the latest two months after establishment, the assessment committee must submit a unanimous or majority reasoned preliminary assessment to the graduate school as to whether the dissertation in its current form is acceptable as the basis for the award of a PhD degree. In the event that the committee is not unanimous in its view, the assessment will be a majority decision. The preliminary assessment must be prepared in accordance with the graduate school's guidelines on PhD assessments.

7.1. The work of the assessment committee

The chair of the assessment committee will inform the committee of the current rules for the assessment. The chair is responsible for coordinating the work of the committee and ensuring that deadlines and other formal requirements are met. The chair is also responsible for ensuring the quality of the language of the text of the assessment, so that it reads as an entity and so that there is clear relationship between the premises and the conclusion. The head of the graduate school will be available for consultation and advice and should be contacted as required. Any contact between the committee and the PhD student must go via the graduate school secretariat.

The preliminary assessment must contain a brief summary and a reasoned, critical evaluation of the academic quality of the dissertation in an international perspective. The premises on which the committee's assessment and conclusion are based must be clearly apparent. It must be stated whether or not the assessment is unanimous. The assessment must end with one of the following conclusions: a) the PhD dissertation is acceptable for defence or b) the PhD dissertation is not acceptable for defence.

The preliminary assessment may not exceed 5-7 pages in length.

The PhD programme director will recommend the preliminary assessment for approval by the head of the graduate school.

7.2. The PhD dissertation is acceptable defence

If the committee's assessment is that the dissertation is acceptable for defence, the defence can take place. After approval by the head of the graduate school, the preliminary assessment will be sent to the author.

The chair of the assessment committee may accept very limited amendments to the dissertation before the oral defence, which must not be delayed because of this.

7.3. The PhD dissertation is not acceptable for defence

If the committee's assessment is that the dissertation is not acceptable for defence, the preliminary assessment must contain, in addition to academic statements, with separate statements of minority and majority assessment, an assessment whether the dissertation can be resubmitted in revised form, and if so with what deadline.

After approval of the preliminary assessment by the graduate school, the assessment will be sent to the author and the principal supervisor, who may if they wish comment on the assessment within a period set as a minimum of two weeks.

On the basis of the preliminary assessment and the comments from the principal supervisor and the author, the head of the graduate school will decide among the options below.

1. That the PhD defence of the dissertation cannot take place
2. That the PhD dissertation may be resubmitted in a revised version within a period set as a minimum of three months. If the PhD dissertation is resubmitted, it will be assessed by the same assessment committee, unless special circumstances apply.
3. That the PhD dissertation is to be reassessed by a new assessment committee.

8. Defence of the PhD dissertation

The defence may take place at the earliest two weeks after the assessment committee has submitted its preliminary assessment. The defence must take place at the latest three months after the submission of the PhD dissertation. The month of July is not included when calculating the three-month deadline. The date and time of the defence must be agreed with the author. The defence may not be held outside the period of the normal semesters, i.e. not in January or July-August. The department concerned is responsible for the practical arrangements for the defence.

8.1. Announcement of the defence and making available the PhD dissertation

The graduate school will publish the time and place of the defence. PhD theses are covered by the Danish Archives Act (Arkivloven). PhD theses in paper format that are made available to the public exclusively in accordance with the requirements of the PhD order are not covered by the Danish Legal Deposit Act (Pligtafleveringsloven).

If the author publishes a PhD dissertation under this condition, it must be stated whether publication is in the same or a different format.

8.2. The conduct of the defence

The members of the assessment committee and the principal supervisor must be present at the defence. If possible, other supervisors should also be present at the defence. Under special circumstances, the graduate school may give permission for a member of the assessment committee (though not the chair) to participate via video link.

The defence will normally be chaired by the PhD programme director. The PhD programme director may instead nominate another suitable qualified member of the academic staff to chair the defence.

The defence may last a maximum of three hours, including a break of around 15 minutes. After an introduction by the chair, the author of the dissertation will present his or her work. This presentation may last a maximum of 30 minutes. Then the author will be examined by the members of the assessment committee on issues related to the PhD dissertation. The opposition to the dissertation will take the form of a critical dialogue with the author. The opposition will give the author the opportunity to defend his or her research, including the theories and methods used in the dissertation. The members of the assessment committee will decide among themselves the order in which they will speak, though the chair of the committee normally speaks last. The two external opponents will normally have 40 minutes each, while the chair of the assessment committee will normally have 30 minutes both for making points in opposition and for summing up. The chair of the defence may give other people the opportunity to make points during the defence. Those who wish to make points must give notice of this at the latest during the break in the defence proceeding. Points from the audience will be taken immediately after the break, and may not take more than 20 minutes in total. After all the contributions to the discussion have been made and answered, the chair of the assessment committee will round off the defence by summing up. This will end the defence.

Immediately after the end of the defence, the assessment committee will withdraw to a room to make a decision as to whether they will recommend the award of the PhD degree on the basis of the defence. If the members of the committee are unanimously of the opinion that the PhD degree can be awarded, the chair of the committee may announce this orally.

9. Award of the PhD Degree

9.1. The final recommendation

The assessment committee must put forward its final recommendation at the latest one week after the defence, together with an overall assessment of the dissertation and the oral defence. The assessment committee must prepare its recommendation in accordance with the graduate school's guidelines for PhD recommendations. The recommendation must be reasoned, and in the event of disagreement, the majority view will prevail.

The Academic Council will award the PhD degree if the assessment committee submits a recommendation to that effect.

If the recommendation of the assessment committee is negative, the Academic Council may decide to allow the dissertation to be assessed by a new assessment committee, if so requested by the author within a period set as a minimum at one week.

9.2. Possible recommendation concerning publication

If the assessment committee so wishes, the final recommendation may be supplemented with a recommendation concerning the publication of the results.

9.3. The PhD degree certificate

The university will issue a certificate of the award of the PhD degree. The certificate will be in Danish and in English. An overview of the entire PhD programme will be attached to the certificate (see section 5.6).

9.4. Certificate of completion of sections of the PhD programme

PhD student who have not completed their full PhD programme and receive a degree may obtain, on written application to the graduate school, written documentation in Danish and English of the elements of the PhD programme which they have completed satisfactorily.

10. Institutional Rules

The university may, when there is a good reason and in special circumstances, give exemptions from those rules which are made by the university alone. The graduate school/PhD committee may, when there is a good reason and in special circumstances, give exemptions from those rules which are made by the graduate school/PhD committee alone. Applications should be submitted to the head of the graduate school.

11. Other Rules

11.1. The industrial PhD scheme

The following rules will apply to PhD students if their study is financed by Danish Council for Technology and Innovation (Industrial PhD Scheme; see section 26 of the PhD order).

In addition to a principal supervisor, the head of the graduate school will appoint a supervisor connected to the firm at which the PhD student is employed. The supervisor must be qualified

within the relevant field. At least one of the members of the assessment committee must have business-related research experience within the relevant field. In accordance with section 27 of the PhD order, the Ministry for Science, Technology and Innovation may grant exemptions from the provisions of the PhD order.

11.2. Complaints etc.

The decision of the graduate school/Academic Council may only be appealed to the Ministry of Science, Technology and Innovation when legal issues is involved. The deadline for submission of a complaint is two weeks from the day the decision was notified to the complainant. PhD students and author who has not completed a PhD programme must have had his or her dissertation accepted for assessment. The complaint must be submitted to graduate school/PhD Committee, which will issue an opinion. The complaint will have the opportunity to comment on this opinion within a period set as a minimum at one week. The graduate school will forward the complaint to the Agency enclosing the university's opinion and any comments from the complainant. It is not possible to refer the decisions of the Agency to any higher administrative authority.

12. Commencement and interim Provision

PhD students who began their PhD programme before 1. February 2008 are entitled to complete the PhD programme in accordance with the provisions of Ministerial Order no. 114 of 8 March 2002; however, the assessment and defence of the dissertation and the decision on the award of the PhD degree will be subject to the provisions of the PhD order (Ministerial Order no. 18 14 January 2008) and of these rules. Applications from the PhD students enrolled on programmes before 1. February 2008 to complete their PhD programme under the provision of the Ministerial Order of 8 March 2002 must be submitted to the graduate school. The head of the graduate school is responsible for approving such applications.

These rules for the graduate will come into force as of 1 November 2012.

PhD students enrolled on the PhD programme before 1 November 2012 may apply for an exemption that will allow them to continue to work under provisions of the original rules for their programmes with sections 4, 5.1 and 5.2 of these rules.

Changes after 1 November 2012:

New PhD Order of 27 August 2013 (no. 1039).

Due to the adjustments of the organization at Arts the rules were subsequently revised on 29 October 2015.

Section 3.2 revised on 5 October 2016: Co-supervisors are no longer required to have the level of associate professor or equivalent as a minimum.

Section 5.2 revised on 22 November 2016: New paragraphs about "submission other kinds of research output".

Section 5.5 revised on 22 June 2017: "PhD degree" added to the paragraph.

Section 5.8 revised on 26 February 2018: The sentence "The graduate school will request an opinion from the professors ..." was added "one or more of".



Section 6.1 revised on 4 April 2018: Clarification of the external and internal members.

Supplements to the general guidelines relating to the PhD programme at the Graduate School, Arts.

The four-year PhD programme – Midway assessment (qualifying exam) etc.

1. Qualifications

In order to be considered for enrolment on the four-year PhD programme at the graduate school, applicants must by the time of enrolment have completed a three-year or four-year Bachelor's degree and passed the first year of a Master's degree in a relevant discipline, or have obtained qualifications of an equivalent level in some other way. Applicants must thus be able to document their knowledge of the theories and methods used in the relevant academic area or, in the case of interdisciplinary applications, the relevant academic areas. It is possible to apply for admission to the PhD programme before the above qualifications have been obtained, but admission is conditional on the requirements being fulfilled by the date of enrolment.

2. Enrolment

The four-year PhD programme is divided into Part A (the first two years) and Part B (the final two years). During Part A, PhD students are simultaneously enrolled as both Master's degree students and as PhD students. At the end of Part A, PhD students obtain their Master's degrees.

3. Content of Part A of the four-year PhD programme

Part A of the four-year PhD programme includes the completion of the Master's degree programme in parallel with the first year of the three-year PhD programme. The content of Part A of the PhD programme must be agreed between the PhD student and the principal supervisor and must be set out in the individual PhD plan. See also section 7 of the PhD order of 14 January 2008 regarding the elements of the PhD programme.

4. Preparation for completion of the Master's degree

During part A, PhD students must finish accumulating Master's degree qualifications equivalent to 90 ECTS points and also write a dissertation equivalent to 30 ECTS points or one or more texts which are together equivalent to a dissertation at Master's degree level and thus qualify for the award of a Master's degree of 120 ECTS points. If a PhD student is not already enrolled on one of the faculty's Master's degree programmes at the time of the enrolment for the PhD programme, the student will be enrolled on such a Master's degree programme. At the beginning of the programme, the PhD student must agree with the principal supervisor what courses on the Master's degree programme he or she will take. PhD students may be admitted to the PhD programme with a minimum of 60 ECTS point and a maximum of 90 ECTS points on the Master's degree programme on the recommendation of the expert assessment committee. Responsibility for the content of the Master's degree course and for the examinations on this course lies with the relevant board of studies. Responsibility for the overall PhD programme lies with the graduate school and the PhD committee.

5. Course elements on the Master's degree programme

The courses on the Master's degree programme must have a content that is suitable for developing the PhD student's relevant methodological and theory competencies for his or her work

on the PhD project. The examinations on the Master's degree programme must fulfil the requirements on the University Programme Order (Uddannelsesbekendtgørelsen) for graduation and external assessment for the award of the Master's degree. The selection of Master's degree courses is a matter for agreement between the PhD student and the principal supervisor. Examinations will be governed by the Master's degree curriculum. The role of the Master's degree courses in the PhD programme must be described in the PhD plan. This applies only to Master's degree courses taken after enrolment.

6. Departmental work

During Part A of the programme, PhD students will be offered paid work. An agreement will be entered into concerning the nature and performance of departmental work between the director of studies (on behalf of the department) and the PhD student. Please see the special guidelines concerning PhD students' paid departmental work (840 hours in total).

7. The PhD project

A PhD student is enrolled on the four-year PhD programme on the basis of a project outline. During the first three months of the PhD programme, this will be developed into a provisional PhD project description, and this must be attached to the PhD plan (see below). The plans for the PhD project must be further developed in consultation with the student's supervisor during the first year, so that a fully developed project description with a sound methodological and theoretical basis will be ready by the time of the second semi-annual evaluation. The PhD plan must be updated regularly as the PhD project description is developed. The revised PhD project description must be presented to the graduate school for approval together with the second semi-annual evaluation and the updated PhD plan.

8. The midway assessment in the four-year PhD programme

The four-year PhD programme Part A will conclude with a midway assessment (the qualifying exam). The midway assessment may take the form of the Master's degree final examination alone or of the Master's degree final examination with admission to Part B. The prerequisite for completion of the midway assessment is that the student has passed 90 ETCS point on the Master's degree programme. The PhD student must decide on the basis of the third semi-annual assessment and in consultation with the principal supervisor what form the assessment will take on the basis of the development of the PhD project and progress in the PhD programme work to date.

9. Master's degree final examination

PhD students who elect the Master's degree final examination must complete a 30-ETCS-point Master's degree dissertation in the fourth semester in accordance with the current rules for such theses. If the dissertation is assessed to have passed and with the completions of a total of 120 ETCS points, a Master's degree will be awarded. The dissertation will be assessed with an external examiner according to the 12-point grading scale. The student is entitled to receive dissertation supervision in accordance with the current rules for such thesis.

10. Master's degree final examination with acceptance on Part B

PhD student who elect the Master's degree final examination with admission to Part B must submit one or more texts in the area of the PhD project in the fourth semester of Part A for assessment with an external examiner according to the 12-point grading scale. This written work will be assessed as a Master's dissertation in accordance with the current rules for such thesis. If the dissertation is assessed to have passed and with the completion of a total of 120 Master's degree ETCS point, a Master's degree will be awarded. The texts which are presented for assessment

may be draft for one or more of the chapters of the PhD dissertation, other academic texts (e.g. conference papers or working papers), or a number of academic texts connected with the content of the PhD. Published articles, included in the MA thesis, may not be included again in the PhD dissertation. In making the assessment, account must be taken of the fact that the work may be in the nature of work in progress as a part of the PhD project. To make relationship with the PhD project clear, the project description should be submitted with the work. The principal supervisor will act as examiner for the assessment of the work as a Master's dissertation, and as a PhD supervisor for the midway assessment. The assessment of the dissertation must be completed before the end of Part A.

Two year after entry to the PhD programme, an overview of the planned sections and contents of the PhD dissertation must be added to the PhD plan, and also a proposal for the form of the dissertation, i.e. whether it is expected to be a monograph or composed of several shorter texts. At the same time, an extended and developed description must be added of the methods, theory and empirical basis of the research project. This description must put the work done to date into perspective in relation to existing research. These elements are to be included in the semi-annual evaluation.

The midway assessment, giving admission to Part B, will be considered to be passed after the Master's dissertation is assessed as passed and the fourth semi-annual evaluation is approved. Before the fourth semi-annual evaluation is carried out, there will be a discussion of the PhD project among the PhD student, the principal supervisor and the relevant PhD programme director (or a substitute selected by the PhD programme director). The discussion at the time of the fourth semi-annual evaluation will normally take place in January or August after the completion of the Master's dissertation assessment, and will in particular concern the status of the PhD project in relation to the PhD plan, including plans for the completion of the PhD dissertation during Part B. If after this discussion there is an agreement between the principal supervisor and the representative of the graduate school either to recommend or to advise the progression of the PhD student to Part B, this unanimity will form the basis for the decision of the head of the graduate school. If after this discussion there is no agreement between the principal supervisor and the representative of the graduate school. The latter will send a reasoned statement of opinion to the graduate school. The head of the graduate school will then take a decision on admission of the PhD student to Part B on the basis of the fourth semi-annual evaluation and this statement of opinion.

11. Part B of the four-year PhD programme

Part B of the four-year PhD programme corresponds in its requirements and contents to the final two years of the three-year PhD programme. On passing the Master's degree and admission to Part B, the PhD student will be employed on a PhD fellowship.

Changes after 1 November 2012:

Section 10 revised on 22 June 2017 (new sentence added): "Published articles, included in the MA thesis, may not be included again in the PhD dissertation."