



Regulations for the PhD Study Programme in Psychology

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The regulations can also be found on the department's website:

www.psy.ku.dk

www.psychology.ku.dk

Table of Contents

| | |
|---|---|
| Regulations for the PhD Study Programme in Psychology | 1 |
| Aim | 3 |
| Structure | 3 |
| Supervision..... | 3 |
| Supervision categories..... | 3 |
| Change of supervisor..... | 4 |
| Programmes..... | 4 |
| 5+3 Programme | 4 |
| 4+4 Programme | 4 |
| 3+5 Programme | 4 |
| Courses and seminars..... | 5 |
| I. Departmental seminars and similar | 5 |
| II. Conferences..... | 5 |
| III. Generic Courses..... | 5 |
| IV. Subject-specific Courses | 5 |
| Participation in other research environments – in Denmark or abroad | 5 |
| Obligations and rights | 6 |
| Work assignment | 6 |
| Teaching and dissemination..... | 6 |
| Types of work assignment..... | 6 |
| The stages of the PhD studies..... | 7 |
| Enrolment | 7 |
| PhD plan..... | 7 |
| Evaluation (regular assessment) | 7 |
| The midway seminar | 7 |
| Extension of enrolment..... | 8 |
| Submitting and defending the PhD thesis..... | 8 |
| The thesis | 8 |
| Submission of thesis and supervisor statement | 8 |
| Assessment and defence | 9 |
| The PhD certificate | 9 |

The current Danish University Act (Universitetsloven) (see Ministerial Order no. 367 of 25 March 2013) and the PhD Order (see Ministerial Order no. 1039 of 27 August 2013) form the legal framework for the PhD programme and the award of PhD degrees at the University of Copenhagen (UCPH). Other Danish legislation is applicable where relevant, e.g. the Danish Public Administration Act (Forvaltningsloven).

[The UCPH's common PhD regulations and guidelines](#) lay down supplementary internal rules concerning admission, the organization of the programme, the appointment of the principal supervisor and any additional supervisors, the supervision of the PhD student as well as the writing, submission, and defence of the PhD thesis (see section 25 of the PhD Order). The general rules and guidelines of the UCPH lay down the common standards for all PhD programmes at UCPH and constitute the University-wide minimum rules. Each department also lays down its own supplementary provisions.

The guidelines from the Department of Psychology supplement the above-mentioned rules and guidelines.

Aim

The PhD programme at the Department of Psychology aims to train students to conduct world-leading research. It focuses on developing knowledge in research, pedagogy, and dissemination via academic publications and presentations. Graduates are expected to plan and execute complex research tasks, engage in national and international collaborations, and conduct research projects that contribute new knowledge in psychology.

Structure

The Faculty of Social Sciences has established a graduate programme led by the Head of the PhD School and a [PhD Study Committee](#), wherein all faculty departments are represented by one member of the academic staff and one PhD student.

Supervision

Supervision categories

The Department of Psychology distinguishes between two types of supervisors: principal and co-supervisor.

The Principal Supervisor is responsible for the student's overall PhD programme in terms of any subject-area related aspects and must be a professor or an associate professor employed at the Department of Psychology. The principal supervisor must be continuously informed of the course of the project in terms of content and must provide supervision in relation to the research project and the academic development of the student.

One or more *additional co-supervisors* may be attached during the programme for the entirety of the project, or for a limited period, to supplement the project supervisor. Such additional supervisors may be national or international experts in the project area.

Change of supervisor

A change of supervisor is possible but should be a rare occurrence. If the PhD student wishes to have a different supervisor or add an additional supervisor, or if the supervisor no longer wishes to serve in this capacity, a statement indicating this wish and stipulating the reasons for it must be submitted via PhD Planner.

Programmes

5+3 Programme

The designation 5+3 means that the 3-year PhD is an extension of the 5-year master's programme (Ministerial Order no. 5 section 2, plus the UCPH's rules).

4+4 Programme

For the PhD programme based on the 4+4 system, the PhD studies begin before the master's programme has been completed, for which reason the 4+4 student is enrolled as a master's student. If the 4+4 student is to be enrolled as a master's student at the Department of Psychology at the same time as the commencement of the 4+4 studies, this must first be approved by the Head of the PhD programme and the Study Board at the department in collaboration with the Head of Studies. The student is enrolled both as a master's student and as a PhD student until the master's programme has been completed, which will be, at the latest, by the end of the second year.

The first two years of study (Part A) consist of research practicum and the master's thesis as well as courses in methods, corresponding in total to the second year of the master's programme. The 4+4 student participates in PhD courses, etc., as do the 5+3 students. The two final years of studies (Part B) parallels the 5+3 system.

The master's thesis must relate to the student's PhD project in one or more of the following ways: The thesis can contain (1) a review summary, possibly formulated as an article, which goes through both the empirical and theoretical background of the PhD project's topic and/or (2) a summary of the scientific work, not as a sequential description, but as a confirmation of how far the project has come – a type of much expanded, annotated project description, and/or (3) a thorough pilot-project which would be an opportunity to repeat the results from, and the possible corrections of, the project which the pilot has introduced. (Regarding the scope, assessment, etc. – cf. each applicable programme of study within psychology.)

3+5 Programme

Students may, as part of the UCPH's joint initiative, be enrolled as 3+5 PhD students. Enrolment as a 3+5 student requires that the student meets the admission requirements for the Master's programme in Psychology at UCPH and is assigned a 3+5 scholarship. The enrolment must first be approved by the Head of the PhD programme and the Study Board at the Department of Psychology in collaboration with the Head of Studies. The first year is identical to the first year of the Master's programme in Psychology. The four subsequent years are equivalent to the 4+4 programme in Psychology.

Courses and seminars

Research courses (national and international) are an important part of the PhD studies. Any PhD student must complete the equivalent of half a year's worth of courses (corresponding to 30 ECTS credit points). There are four distinct types of courses:

I. Departmental seminars and similar

These can be research events for the whole department or for an individual centre or focus area. ECTS credit points can be allotted after application to the Head of the PhD programme. Each PhD student can be allotted a maximum of 5 ECTS points for participation in these.

II. Conferences

PhD students are encouraged to participate in relevant national and international conferences. Participation in international conferences with posters or presentations gain more ECTS points than merely attending. It is a good idea that the PhD student together with the supervisor are open to this form of qualifying activity.

Each PhD student can be allotted a maximum of 6 ECTS points for participation in conferences. One half ECTS point is given per day for participation in a conference *without* paper or poster presentation. One ECTS point is given per day *for* the presentation of papers or posters. There is no distinction made between Danish and international conferences.

III. Generic Courses

Generic or general courses are those typically arranged at faculty level in topics shared by all PhD students that provide a general competence. There are, for example, courses in instructional education, communication, and academic writing (in English). Each PhD student can be allotted a maximum of 5 ECTS points for participation in generic courses. It is generally the case that the number of ECTS points is predefined for a course. When this is not the case, 25 – 28 work hours correspond to 1 ECTS.

IV. Subject-specific Courses

Research courses which are not generic, and which provide subject-specific or specialized competence are offered both nationally and internationally. ECTS points are generally predefined for each PhD course. When this is not the case, 25 – 28 work hours correspond to 1 ECTS. It is also possible to get ECTS points for arranging courses. In that case, those extra ECTS points are (in addition to those that one gets from participation in the course) considered as generic ECTS points.

The Head of the PhD programme will approve ECTS-awarding courses and seminars – according to the guidelines for earning ECTS points.

Participation in other research environments – in Denmark or abroad

Students are required to participate in active research environments other than that of their home institution and preferably abroad. The requirement can be met in many ways and adapted to suit the nature of the PhD project. The principal supervisor has a special responsibility for ensuring that the PhD student has the opportunity to undertake a research stay outside of UCPH. Other

departments at UCPH are not considered external, thus it will not be possible to complete a research stay within UCPH. UCPH expects PhD students to spend one or more prolonged periods of time (3 months or more) at external research institutions as part of their PhD programme.

If PhD students employed at UCPH work abroad for 28 days or more, a supplementary contract (addendum to the employment contract) must be drafted.

Obligations and rights

Work assignment

PhD students employed at UCPH under collective agreements have a work assignment of up to 840 hours for the faculty during their PhD study. The work assignment can be counted as part of the requirement to gain experience with teaching and dissemination (see below). These duties apply to any PhD student holding a departmental scholarship or an externally financed scholarship. Holders of externally financed scholarships may, in some cases, perform up to half of their duties at the external institutions involved. Self-funded PhD students are required to contribute to departmental work, mostly through teaching, for 420 hours. The duties are within the purview of the departmental management and are decided by the Head of Studies and the Head of the PhD programme.

No PhD student can be required to work in a subject area which is far removed from the student's research area and expertise. Matters of dispute may be referred to the Head of the PhD programme.

Teaching and dissemination

As part of the PhD programme, all PhD students must gain experience with teaching and other types of knowledge dissemination related to the student's PhD project to the extent possible.

According to the Danish PhD order, UCPH is obliged to offer all PhD students a course in knowledge dissemination as well as teaching guidance (cf. Sections 8(3) and (4) of the Danish PhD order). The courses can be found on the website [PhD Courses in Denmark](#) and on the [faculty's website](#).

The requirement to disseminate research can be fulfilled in various ways. The PhD student may write feature articles or analytical articles for newspapers, short articles, texts for relevant homepages, or appear in a professional capacity on TV, radio or in other media. The knowledge dissemination can take place through Danish or international media. At departmental level, the PhD student is expected to present at least once in the departmental PhD series.

Types of work assignment

To fulfil the required number of work hours, students are required to participate in the following:

- In-class teaching, lecturing, supervision

With the possibility of:

- Supervision of exercises, assistant teacher

- Supervision of bachelor and master thesis students
- Co-organiser of courses
- Contribution to the development of new courses (in collaboration with the responsible teacher)
- Knowledge dissemination to and teaching of students from primary lower and upper secondary schools
- Mentor schemes
- Planning of and assisting with departmental events

The stages of the PhD studies

Enrolment

Formally, the enrolment consists of the Faculty of Social Sciences' PhD School sending the prospective PhD student an enrolment letter. The enrolment takes place through PhD Planner after an interview has been conducted with the Head of the PhD programme.

PhD plan

In cooperation with the supervisor, the PhD student must draw up a PhD plan which has to be available no later than three months after PhD studies have begun. The PhD plan serves as a written plan for the course of the PhD studies (cf. Ministerial Order § 9, article 2). The plan must be submitted via PhD Planner and be approved by the Head of the PhD programme.

Evaluation (regular assessment)

UCPH conducts regular assessments of the extent to which PhD students are following their PhD plans. 3, 4 or 5 evaluation reports must be submitted during the PhD studies. The regular assessment begins with an evaluation meeting between the principal supervisor and the PhD student, others – such as a co-supervisor, may attend. The purpose is to ensure that progress is made on both the PhD project and the course of studies in general.

The PhD student and the principal supervisor should draw up an evaluation report based on the evaluation meeting(s). The report outlines progress in relation to the PhD plan and accounts for any necessary adjustments. The evaluation report is submitted through PhD Planner and needs to be approved by the Head of the PhD programme.

The midway seminar

The aim of the [mandatory midway seminar](#) at the Department of Psychology is to allow the PhD student to present their scientific work on the PhD project so far. The seminar is held 12-18 months into the PhD studies. The purpose of this is to provide the PhD student with an opportunity to give a presentation of the project and to receive an assessment from an invited expert researcher (other than the student's supervisor). The aspects to be particularly discussed are the course of the project, its status, and likely future. The midway assessor is often an associate or full professor from the Department of Psychology, or another faculty member of that status in the faculty (SAMF), or at the UCPH.

Extension of enrolment

Based on a motivated application from the PhD student, the Head of the PhD programme may decide to postpone the submission deadline by a period of time and thus extend the period of enrolment. The application must carry the signature of the principal supervisor and the Head of the PhD programme. The application for extension must be submitted through PhD Planner.

Submitting and defending the PhD thesis

The thesis

The thesis must reflect the course of the PhD studies. It typically consists of 3 – 4 articles and a 'kappe'. It can also be a monograph.

An 'article' thesis shall be prefaced by a summary, known as a 'kappe', which shall meet two goals:

- a. Connect the articles to a thematic context that clarifies the continuity as well as the PhD courses' accumulated results. The summary shall have the character of an overview.
- b. If the articles do not contain a collected reflection/discussion of the PhD project's central concepts and methods, then the summary must contain such. The summary will typically encompass 20 to 40 pages and only rarely exceed this, though it is possible.

If some of the articles have been co-authored with others, a statement on the PhD student's contribution is made for each article in accordance with the [Vancouver rules](#).

Even if the research project has had several participants, the thesis cannot have several authors. It is the scientific work of an individual and must satisfy the general principles of such work.

If the thesis includes client data, which cannot be made anonymous, the author or the scholarship sponsor may demand that parts of the thesis not be disclosed except to the assessment committee. Similar circumstances may hold in the case of any externally financed scholarship, in which case this must appear from the contract on cooperation. In these cases, a substantial portion of the thesis will be made publicly available with the additional material being assembled in an appendix, which can only be delivered to the assessment committee. The PhD degree is awarded on the basis of the publicised material.

Submission of thesis and supervisor statement

The completed thesis, and a summary in English (if not entirely written in English), are to be submitted by the PhD student no later than on the date on which the enrolment in the PhD programme expires. The thesis is submitted via the PhD Planner.

At the time of the final evaluation (regular assessment), it will be made clear that the supervisor statement must be submitted no later than with the submission of the thesis. It will typically be the case that the student's process descriptions in connection with the evaluations will form the basis for the final supervisor statement.

The principal supervisor writes the supervisor statement, sometimes in consultation with any co-supervisor. The supervisor statement must be given no later than with the submission of the thesis.

Assessment and defence

See [the UCPH's common PhD regulations and guidelines](#) for information about assessment and defence.

The PhD certificate

If the PhD degree is awarded by the Academic Council, a PhD certificate is issued in Danish and English and signed by the Rector and the Dean of the Faculty of Social Sciences. The certificate must contain information about the subject area, the thesis subject and the PhD programme (see section 23 of the PhD Order). The certificate must also include an appendix in Danish and English containing information about the approved PhD courses, extended periods spent abroad, any partners and other relevant information.

PhD students who are not awarded a PhD degree may request documentation in Danish and English of the elements of the PhD programme that they did complete satisfactorily (see section 24 of the PhD Order).