

Curriculum for the PhD programme in Anthropology

Department of Anthropology
University of Copenhagen

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1. Aim

The overall aim of the PhD programme is to develop the PhD student's *research qualifications* in Anthropology and Ethnography. In the course of the PhD study programme, the student acquires basic methodical and theoretical research qualifications as well as specialised regional, theoretical and thematic research qualifications within a self-selected anthropological field of research that enables the PhD student to contribute independently to the discipline's advancement. The successful PhD candidates will have reached a research level equivalent of the international level of PhD degree programmes in Anthropology.

The PhD programme in Anthropology furthermore aims at developing the PhD student's *teaching and dissemination skills*. In the course of the PhD degree programme, the student acquires basic theoretical and practical experience with teaching at the university level and written and oral research dissemination in academic as well as non-academic contexts.

2. Rules and regulations

The PhD degree programme in Anthropology is subject to ministerial, university, faculty and department rules. All prevailing rules and regulations are always accessible on the Faculty's website at: <http://samf.ku.dk/phd-skolen/retsgrundlag/>,

Ministerial rules:

The prevailing Danish Act on Universities (cf. Consolidated Act No. 754 of 17 June 2010):

<https://www.retsinformation.dk/Forms/R0710.aspx?id=132450#K2>

The Danish Ministry of Science, Technology and Innovation's Ministerial Order No. 18 of 14 January 2008 on the PhD programme at the Universities (PhD order):

<https://www.retsinformation.dk/Forms/R0710.aspx?id=114196>

The Danish Ministry of Science, Technology and Innovation's code of guidance to the Danish Ministerial Order on the PhD programme at the Universities:

http://phd.ku.dk/pdf/phd_vejledning_2008.pdf/

Amendment of the PhD order of 28 May 2010:

http://samf.ku.dk/phd-skolen/pdf/bkg_aendring2010.pdf/

University rules:

The University of Copenhagen has appointed a permanent advisory council, Copenhagen University's Research Training Council (DK: Københavns Universitets Forskeruddannelses Råd (KUFUR)) on which a representative from

each faculty sits. The University's common rules within the scope of PhD degree programmes have been adopted by the University Management Team (DK: Ledelses Teamet (LT)).

Common PhD rules and regulations of 21 May 2008

(http://cms.ku.dk/upload/application/pdf/2555bedc/phd_faelles_regler.pdf)

The Faculty of Social Sciences:

The Faculty has established a graduate school that is headed by a Head of the Graduate School and a PhD Study Committee on which each department at the Faculty is represented by one tenured academic staff member and one PhD student.

Department of Anthropology:

At the Department of Anthropology, a PhD Programme Committee comprising the Head of the PhD Programme, a tenured academic staff member and a PhD student has been appointed. This PhD Committee advises the Head of the PhD Programme on department issues in relation to the PhD degree programme.

3. Admission

The PhD degree programme is offered as either a three-year (the 5+3 scheme) or a four-year study programme (the 4+4 scheme).

3.1 Admission requirements

The PhD degree programme in Anthropology is a specialised degree programme that requires basic knowledge of the academic discipline's research traditions, theory and methods prior to enrolment.

5+3 scheme

Eligibility for enrolment as PhD student in Anthropology in the 5+3 study programme presupposes a Danish Master's degree in Anthropology or qualifications equivalent hereto.

4+4 scheme

To be eligible for enrolment as a PhD student in Anthropology in the 4+4 study programme, the candidate must have completed a Danish bachelor degree programme in Anthropology or hold qualifications equivalent hereto, and have passed courses worth a total of 60 ECTS on a Danish Master's degree programme or, once again, hold qualifications equivalent hereto.

3.2. Application

Applications for enrolment in the PhD degree programme in Anthropology may either be submitted in response to an advertisement or be unsolicited. The present application requirements may be found at the Department website.

3.3. *Enrolment*

Applications for enrolment in the PhD degree programme are assessed by an internal academic assessment committee that is appointed by the Head of Department. The Head of the PhD programme is member of the assessment committee *ex officio*. The academic content of the application shall comprise a brief project description as well as a preliminary study plan (cf. section 4.1). Applicants for the 4+4 study programme must, furthermore, outline a plan for the completion of the Master's thesis.

Enrolment as a PhD student presupposes that:

1. on the basis of an academic assessment of the candidate's qualifications, the application submitted and the project description, the assessment committee recommends that the candidate is enrolled;
2. the Head of Department announces that the necessary supervisory, financial and physical resources are available ensuring that the PhD degree programme may be completed in a reasonable manner;
3. the necessary funding of the PhD degree programme has been secured.

The PhD student will be enrolled at the Faculty of Social Sciences.

4. The PhD degree programme

4.1 *Tripartite meeting*

No later than one month after enrolment, the Head of the PhD Programme convenes a *tripartite* meeting with the PhD student and the appointed principal supervisor as well as the secondary supervisor, if any. In the course the meeting, the PhD student is, among other things, introduced to the Department's research environment and activities, the Department as place of employment, including relevant committees and councils.

Finally, the individual study plan, which must be approved by the principal supervisor and the Head of the PhD Programme no later than three months after enrolment, will be discussed.

4.2. *Study plan*

The study plan, which must be drawn up on the form of the Graduate School and uploaded on to KUnet, must comprise the following:

- a) a description of the research project;
- b) a time frame for the research project, participation in PhD courses and other research environments (e.g. stays abroad) as well as other responsibilities such as teaching, supervision and dissemination;
- c) an estimate of expenses in connection with field studies and any stay abroad.

The study plan forms the basis of the semi-annual assessments.

4.3. Half-year assessment reports

Pursuant to the Danish PhD order (Section 10), semi-annual assessment reports (at the end of March and October, respectively) of whether the PhD student adheres to the approved study plan and whether modifications to the study plan are required, must be prepared. The assessment is carried out by the Head of the PhD programme on the basis of a written opinion from the principal supervisor. The written opinion is has been prepared on the basis of a talk with the PhD student. If the half-year assessment report is unsatisfactory, the Faculty Secretariat must be informed of this by means of an individual and detailed statement. Upon having been given the opportunity to comment on above-mentioned opinion, the student is given three months to make the revision necessary. After three months, a new assessment is carried out, and, if the report is now satisfactory, the PhD student will continue on the PhD degree programme. If, after three months, the assessment is still unsatisfactory, a written statement is submitted to the Faculty, which, upon having given the PhD student an opportunity to comment on the statement, may terminate the enrolment.

The half-year assessment report comprises a front page and evaluation form for the cumulative process that are updated on an ongoing basis and uploaded on to KUnet.

4.4 PhD courses and conferences (generate ECTS credits)

In the course of the PhD degree programme, the PhD student must complete courses totaling 30 ECTS points; corresponding to six months of studies. The courses are scheduled together with the principal supervisor and may include the following:

- a) PhD courses offered by the Department of Anthropology;
- b) PhD courses offered by other research institutions and universities;
- c) participation in international conferences (max. 6 ECTS).

PhD courses

Generic courses are generalised courses that often are offered at faculty level and covers subjects that are shared by all the departments' PhD students as they provide PhD students with universal qualifications within areas such as teaching pedagogy, dissemination, writing in English. A maximum of 5 ECTS credits can be accumulated through participation in generic courses. Along with a recommendation from the supervisor and information about the content of the course and, if possible, an estimated budget, a reasoned application for participation in a generic course is submitted to the Head of the PhD programme. Under present rules, the Head of the PhD Programme determines the amount of ECTS credits that is accumulated from participation in the course in question.

Substantive courses constitute an essential element of the PhD degree programme. They are offered by numerous different national and international departments and aim at developing specific methodical, theoretical and analytical qualifications. Along with a recommendation from the supervisor and information about the content of the course and, if possible, an estimated budget, a reasoned application for participation in a substantive course is submitted to the Head of the PhD programme. Under present rules, the Head of the PhD Programme determines the amount of ETCS credits that is accumulated from participation in the course in question.

The following three substantive courses are compulsory for PhD students enrolled in the PhD degree programme in Anthropology:

- a) From Plans to Practice
- b) From Fieldwork to Analysis
- c) From Analysis to Text

In the course of the PhD study, PhD students must, furthermore, organise at least one PhD course or panel at an international conference of relevance to the PhD project; either on their own or in cooperation with others. Arrangements are made in cooperation with the supervisor and with administrative assistance from the Department's PhD administration.

PhD students on the 4+4 study programme must complete their Master's studies within two years (the requirements for the Master's thesis are listed in the prevailing Curriculum for the Master's degree programme). Like PhD students on the 5+3 study programme, PhD students on the 4+4 study programme participate in PhD courses. .

Conferences

While preparing their thesis, PhD students must participate in and present their research at, at least, one major international conference. Dissemination and discussions about research results among fellow researchers are essential research qualifications. A PhD student can accumulate a maximum of 6 ECTS credits through active participation in conferences. Along with a recommendation from the supervisor and information about the content of the course and an estimated budget, a reasoned application for participation in an international conference is submitted to the Head of the PhD programme. Under present rules, the Head of the PhD Programme determines the amount of ETCS credits that is accumulated from participation in the conference in question.

The Department subsidises participation in international conference; in general, one overseas and one European conference.

The Head of the PhD Programme makes the final decision about approval of PhD courses and the amount of ETCS points accumulated through participation.

4.5 Knowledge about other research environments

Pursuant to the Danish PhD order (Section 7(2)), the PhD degree programme includes participation in active research environments. Within the individual study plan, it is established how the PhD student participates actively in other research environments outside the Faculty; preferentially through research stays at a university or research institution abroad. Stays abroad must in general last at least three months and may, if possible, be scheduled in connection with field work. The principal supervisor must pre-approve the stay abroad and make the final decision about approval of the stay in connection with the next half-year assessment.

4.6 Participation in the research environment at the Department of Anthropology

PhD students are an important part of the academic environment at the Department of Anthropology and are expected to participate actively in the upkeep and advancement thereof, e.g. by presenting the research project. Activities for example include department conferences of longer duration, regular research afternoons, informal research meeting organised by the Department's research groups and the PhD students' PhD seminars.

As an absolute minimum, the PhD student must present his/her project at the Department three times in the course of the PhD study programme; e.g. by:

- a) presenting the research project and its theoretical, regional and methodological foundation prior to field work;
- b) presenting the field work and its methodological, ethical and academic challenges and results;
- c) presenting a limited part of the analysis, e.g. in connection with participation in conferences.

4.7 Field studies

Independent ethnographic field studies, of which the standard duration is 8 to 12 months, form an integral part of the PhD degree programme in Anthropology. Further details of the field studies are determined in the individual study plan.

4.8 Supervision

Principal supervisor: A PhD student is appointed one principal supervisor. It is the responsibility of the principal supervisor to supervise the PhD student in accordance with the content and aims of the Danish PhD order as well as the Faculty of Social Sciences' regulations in relation to the PhD degree programme.

The principal supervisor must:

- a) assist the PhD student in preparing the study plan and revising it on an ongoing basis, including approving the study plan and carrying out half-year assessments;
- b) supervise the PhD student in relation to the practical and methodological planning and realisation of field studies;
- c) engage actively in discussions of the PhD students analytical work and the preparation of the PhD thesis;
- d) ensure that the PhD student is informed about and participates in relevant PhD courses, conferences and seminars;
- e) advise and support the PhD student in relation to establishing a relevant international research network;
- f) act as a sparring partner in relation to the PhD student's teaching and dissemination activities.

The Head of the PhD programme recommends a principal supervisor to the Head of Department. The principal supervisor must be a full professor or associate professor at the Department of Anthropology.

Other supervisors: If exceptional academic grounds necessitates it, and the necessary financial resources are available, an additional external or internal supervisor may be appointed for a limited period of time or number of hours.

An application for an additional supervisor must be reasoned and is considered by the Head of the PhD Programme and the Head of Department. Any additional external supervisor must be professor, associate professor or hold qualifications equivalent hereto within the field in question, whereas an assistant professor in the employment of the Department of Anthropology may act an additional internal supervisor.

4.9 Dissemination

Knowledge dissemination is a mandatory part of the PhD study programme. The requirement to disseminate research can be fulfilled in various ways, since knowledge dissemination can take many forms. The PhD student may write feature articles or analytical articles for news papers, short articles, texts for relevant homepages, or (s)he may appear in a professional capacity on TV or on the radio or in other media. The knowledge dissemination can take place through Danish or international media. PhD students who do not disseminate their research either on their own or with the help of their departments, must take the generic course in knowledge dissemination offered by the graduate school.

5. Completing the study programme

5.1 Submission

The PhD student must submit the completed PhD thesis and a summary in English no later than the last day of enrolment in the PhD degree programme. The thesis is submitted at the Faculty Secretariat. Simultaneously or prior to the submission of the thesis, the principal supervisor must submit a statement. The prevailing rules in relation to submission of the thesis (number of copies, format etc.) are listed on the website of the Graduate School.

The articles must either be accepted or suitable for publication in peer reviewed academic journals or books. It is therefore recommended that all articles are submitted for review before the thesis is turned in. If more than one author has contributed to any article, the PhD student's contribution must be clearly indicated in order to enable the assessment committee to properly assess the work of the PhD student. Co-authorship should comply with the current guidelines as specified in the Vancouver Protocols (www.icmje.com) and the Guidelines for Good Scientific Practice, issued by the Danish Ministry of Science, Innovation, and Higher Education (www.fivu.dk). In terms of co-authorship the Vancouver Protocols specify that that:

Authorship credit should be based only on substantial contributions to: a) conception and design, or analysis and interpretation of the data; and to b) drafting the article or revising it critically for important intellectual content; and on c) final approval of the version to be published. Conditions a), b), and c) must all be met. Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship.

Co-authored articles also need to follow the guidelines for good scientific practice (UVU) specifying that:

Prior to submission of the manuscript, a common authorship declaration should be prepared, which precisely indicates the nature and extent of each author's contribution without use of stereotypes. The authorship declaration must be signed by all authors so that it can be enclosed in submissions to journals that require such declarations and used for applications and documentation of the PhD student's scientific contribution when submitting their academic thesis.

An article based dissertation must, thus, include an authorship declaration, if any of the articles are co-authored, in which all authors specify the nature of their contribution in terms of 'conception and design, analysis and interpretation;' 'drafting or revising the article' and 'finalizing it for publication.'

The dissertations should, besides the required articles, include a substantial clarification and discussion of:

- a) The project's position in relation to general topics and thematic areas within the field of Anthropology
- b) The project's theoretical and methodological perspectives and concerns

- c) The methods applied. The dissertation must, moreover, contain
- d) A summary of the project's specific contribution to international research within the discipline.

The content requirements mentioned in the four items above also apply to theses that take the form of a monograph.

A Danish as well as an English summary must be submitted along with thesis.

It is the supervisor's responsibility to inform the PhD student of the above.

5.2 Assessment

In connection with the submission of the PhD thesis, the Head of the PhD Programme recommends an *assessment committee* to the Head of Department. The assessment committee comprises two external members and one internal member, who must all be professors, assistant professors or hold qualifications equivalent hereto.

Within two months of the submission of the PhD thesis, the assessment committee must make its *recommendation* to the University, and may a) find that the thesis is acceptable for oral defence, b) find that the thesis is not acceptable for oral defence upon which the committee may grant permission for the thesis to be resubmitted in a revised version within a deadline of 3 to 6 months, or c) reject the thesis. For elaboration of the legal basis, please refer to the Danish PhD order as well as the joint rules of the University and the Faculty.

The quality level of the thesis must be of such a level that, subsequent to minor editing, the thesis may be published as a book or as articles in international journals. The assessment committee is responsible for assessing whether the criteria mentioned have been met, and whether the thesis, thus, documents the "author's ability to apply relevant scientific methods and carry out research work meeting the international standards for PhD degrees" within the academic discipline of Anthropology (the Danish PhD order, Section 11).

The thesis must be made publicly available prior to the defence, e.g. by publication in the of the Department of Anthropology's PhD theses collection.

5.3 Defence

The date of the PhD student's defence of the thesis is determined by the Head of the PhD Programme in consultation with the Head of Department, who also presides the defence.

In general, the defence lasts 2 to 3 hours and is opened by the PhD student, who has app. 20 minutes to discuss central aspects of the thesis and put

forward supplementary remarks. Subsequently, each of the three members of the assessment committee is given 30 minutes to put forward comments, pose questions to the PhD student and discuss relevant problems featured in the thesis with the student.