

# Note

<b>Titel:</b>	The Doctoral School at Faculty of Humanities – Framework overview	2.7.2024
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<b>Status:</b>	Internal use	

## This note includes information about:

1. Organisation of The Doctoral School at the Faculty of Humanities
2. Guidelines for a PhD pre-defence
3. Calculation of ECTS points for PhD courses and ECTS-credited activities

## Organisation of The Doctoral School at the Faculty of Humanities

The Doctoral School provides the overarching framework for the PhD programme. In addition to administering the educational progression of PhD students, the school is responsible for organising a range of generic course activities. All PhD students must be enrolled in the Doctoral School and they are further affiliated with a research unit (research programme, centre, or group). Generally, the PhD student follows the affiliation of their supervisor, though exceptions to this rule may occur in specific cases. Additionally, PhD students employed outside SDU must still be affiliated with a research unit, as part of their PhD education will take place within this context. Affiliation with a group other than that of the supervisor is agreed between the PhD student, the supervisor, any project leader, the head of the desired research group, the head of department, and the head of the Doctoral School.

The research units are responsible for several educational activities for PhD students, including:

- **Project presentations** – Held during the first few months of the project.
- **Pre-defence** – Organised towards the end of the project (3-6 months before submission).
- **Specialised courses and activities** relevant to the research unit's PhD students.
- **National collaborations** on subject-specific courses, if applicable.

It is generally recommended that research units collaborate across the faculty's research areas to engage students from various fields, thereby providing them with a broad academic exposure.

Each research unit receives an annual budget of DKK 7,500 per PhD student, which is administered by the department. Furthermore, research leaders are allocated time compensation based on the number of PhD students in their research unit.

### Budget Allocations:

- **Total annual funding** for subject-specific educational activities within the research group: DKK 22,500 per PhD student (over 3 years).
- **Time compensation** for the research leader: 45 hours per PhD student (over 3 years).

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As part of the research education, research units are required to:

1. **Organise project presentations.** (Responsible: Research leader)
  - The project presentation should ideally take place within the first month after project start. Attendance is mandatory for other PhD students, and members of the research unit are encouraged to participate. An in-house commentator is appointed. It is recommended that the supervisor either does not participate or remains in the background, providing the student with the freedom to receive feedback from experienced colleagues and other PhD students without needing to respond directly to the supervisor.
2. **Organise pre-defences.** (Responsible: Research leader, though initiated by the PhD student and their supervisor, who are also responsible for recruiting an opponent and distributing materials)
  - The pre-defence requires the opponent to provide feedback on 60-100 pages of the thesis. It is held 3-6 months before submission, with mandatory attendance for other PhD students in the group. Please refer to the 'Guidelines for Pre-Defence' document for further details.
3. **Specialised courses, seminars, and workshops:**
  - Each PhD student (applies to those enrolled after 1 February 2024) must organise two specialised courses, mini-seminars, or workshops within the research unit, preferably in collaboration with related research units. This is mandatory for all PhD students, and the organisation of these activities is compensated with dissemination hours and the presentation credited with ECTS points.

### Administrative Process for Organising Research Unit Activities:

1. When a research unit decides to offer a PhD course, the relevant form must be completed and submitted to the Doctoral School, including a course description, programme, names of instructors, dates, registration deadline, etc., in accordance with the guidelines.
2. Once the form is submitted, the Doctoral School lists the course on its website and the national website if requested.

3. After the registration deadline, the Doctoral School informs the research leader of the participants.
4. The research unit then proceeds with the course, with support from the institute's secretariat.
5. Upon completion of the course, the research leader informs the Doctoral School of the participants, which issues certificates and distributes evaluation forms if requested.
6. The institute manages and settles all expenses related to the course.
7. ECTS credits are awarded in accordance with the Doctoral School's guidelines.
8. Time compensation/honorarium is awarded in accordance with the Doctoral School's guidelines and applicable agreements.

**ECTS-awarding activities** are those that directly support the project or prepare the PhD student for a research career, such as study groups, master classes, conference participation, trial defences, (co-)organising courses, symposia, and conferences. The calculation of ECTS credits is guided by the Doctoral School's instructions.

The Doctoral School encourages fellows and research leaders to organise activities across units.

**Examples of activities** that can be organised by the research leader and/or one or more PhD students include:

1. Seminars with participation from researchers at all career levels, with presentations by PhD students.
2. PhD courses (specialised), such as those focusing on specific methods, theory, publication channels, data processing, etc.
3. Study group meetings organised by PhD students.
4. Guest lectures relevant to one or more PhD students, in which PhD students present their own projects.
5. Organisation of sessions at conferences hosted by the research unit.

Attendance at PhD activities within the department's research groups follows the same principles as mandatory institute activities.

It is important to note that the research leader is not responsible for personnel matters related to the PhD student but plays a significant role in their education.

In cases where the research leader and primary supervisor are the same person, the PhD fellow must have a co-supervisor at the senior researcher level. Externally funded PhD students already have a co-supervisor, as stipulated by the Regulations for the PhD Programme at the Faculty of Humanities.

## Approval of PhD Plans and Enrolment:

**Enrolment:** The decision regarding PhD enrolment is made by the head of the Doctoral School, based on a well-founded request from the institute head. In cases of doubt or matters of principle, the PhD Board is consulted.

**PhD Plans:** The primary supervisor submits the PhD student's plan, which is countersigned by the vice-institute head before being approved by the head of the Doctoral School. In cases of doubt or matters of principle, the PhD Board is consulted. The plan is requested by the Doctoral School.

Evaluations after the 1st and 2nd year, as well as the 5th semester evaluation, are also requested by the Doctoral School.

Underway seminars are organised by the Doctoral School, with 1-3 seminars per semester on various themes.

## Guidelines for a PhD pre-defence

Introduction to the pre-defence:

- A pre-defence cover only a part of the thesis. The PhD student submits a text equivalent to 50-80, and the opponent should receive this 6 weeks before the defence unless agreed otherwise.
- The opponent is usually from Denmark (otherwise, co-funding for travel must be arranged).
- Various models exist for opponents. Usually the opponent is external, but internal opponents are also permitted. An opponent at a pre-defence is allowed to subsequently serve on the assessment committee but is not required to.
- The standard fee for opponents is 4.500 DKK and reimbursement of travel expenses. The supervisor acts as the moderator during the pre-defence itself but does not receive a fee. The PhD student in cooperation with the supervisor choose the opponent.
- Practical issues, such as venue, compensation, and travel within Denmark are handled by the research unit, which also holds the expenses.
- The usual set-up: Brief welcome by the supervisor, 30 minutes presentation by the PhD student, 1 hour for the opponent including the PhD student's responses, and 30 minutes allocated for joint discussion in which the supervisor and audience can participate. The PhD student decides if he/she opens for questions from the audience. Remember to include a break during the proceedings.

## Calculation of ECTS points for PhD courses and ECTS-credited activities

The basic conversion factor is **1 ECTS point = 28 working hours**. The ECTS weighting of a course or activity is determined (using a fraction or *one* decimal as needed) by the course organizer (e.g. the head of the doctoral programme) or supervisor **on the basis of a specific estimate of the number of actual working hours required for preparation and academic attendance**. The final approval of a PhD student's selection of courses and activities, as well as their ECTS weighting, is given after the event in connection with the regular evaluation interviews in the doctoral school.

Examples:

- **Course** / 3 days, 7 hours a day + a bit of preparation: 28 working hours = 1 ECTS.
- **Summer school** / 6 days, 8 hours a day + 30 hours of preparation + paper presentation 76 hours on top of the work required for the thesis anyway: 154 working hours = 5.5 ECTS.
- **Study circle** / 3 hours per week for 12 weeks + 5 hours of preparation per session: 96 working hours = 3.5 ECTS (rounded up)
- **Conference paper** / academic attendance 3 days, 8 hours a day + 25 hours of travel time & preparation + paper presentation 56 hours on top of the work required for the thesis anyway: 105 working hours = 3.8 ECTS (rounded up).
- **Master class** / attendance 4 hours + 10 hours of preparation: 14 working hours =  $\frac{1}{2}$  ECTS.
- **Participation in research team meetings, regular seminars, etc.** should be recorded under one heading per type of activity rather than separately for each event, e.g.: Modern History Society Seminars: 7 seminars, 3 hours each with no special preparation time: 21 working hours = 3/4 ECTS.

It must be stressed that over the course of their study programme students can still take part in a course even if they have already obtained the required 30 ECTS. However, the faculty has informally set 39 ECTS as the maximum number of credits allowed, and the total number of ECTS to be recorded on the final PhD diploma should not significantly exceed 30.