



**Guidelines for the PhD programme
at the Royal Danish Academy –
Architecture, Design, Conservation**
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In the event of discrepancy between the Danish and the English version of the guidelines, the Danish version will take precedence.



General rules

The legal basis for the PhD programme and the awarding of the PhD degree at the Royal Danish Academy - Architecture, Design, Conservation is primarily found in the Ministerial Order on the Act on Institutions of Higher Artistic Education, and in the Ministry of Research, Innovation and Higher Education's PhD Order no. 1039 of 27 August 2013 (referred to as 'PhD Order' below). To this must be added further Danish legislation etc. to the relevant extent, for instance the Public Administration Act. The applicable provisions are available at: www.retsinformation.dk

The present guidelines do not contain provisions about employment as a PhD fellow, including part-time employment, leave from employment, PhD fellowships, remuneration, holidays, illness etc. Please refer to the general employment regulations and collective agreements for academic staff in the Danish state sector: (Appendix 5) in circular on the collective agreement for academic staff in the Danish state sector, and the regulations of Ministerial Order on the employment of scientific staff at the higher artistic educational programmes.

1 Purpose and structure etc.

1.1 Purpose and scope

The PhD programme is a research programme that qualifies PhD students at an international level to undertake independent research, development and teaching assignments in the private and public sectors, for which a broad knowledge of research is a prerequisite. The PhD programme is completed primarily through research under supervision (cf. PhD Order section 1).

The programme is prescribed to comprise 180 ECTS credits, which correspond to three years' full-time study (cf. PhD Order section 4). The three years are calculated from enrolment through to submission of the thesis. Thus, the assessment is not included in the three years. The PhD programme can have a shorter course if the student in some other way has acquired corresponding qualifications (credit transfer).

The PhD degree is awarded as a recognition of a satisfactory completion of a research programme, cf., however, PhD Order section 15(2) and (3), and a satisfactory public defence of the PhD thesis.

Requirements on the PhD student at the completion of the PhD programme are described in [the Danish qualification requirements](#):

Knowledge and understanding

- Must have knowledge at the highest international level within the research field.
- Must have made a significant contribution to the development of new knowledge and understanding within the research field based on scientific research.



Skills

- Must master the scientific methods and tools as well as other skills related to research and development tasks within the field.
- Must be able to analyse, assess and develop new ideas, including designing and developing new techniques and skills within the field.
- Must be able to participate in the field's international discussions and disseminate scientific results and advances to a wide audience.

Competences

- Must be able to organise and carry out research and development tasks in complex and unpredictable contexts.
- Must be able to independently initiate and form part of national and international collaboration about research and development with scientific integrity.
- Must be able to independently initiate research and development projects, and through these produce new knowledge and new skills that develop the research field.

1.2 Organisation of the PhD programme at the Royal Danish Academy

At the Royal Danish Academy, the PhD programme is organised by the Royal Danish Academy's PhD School. The PhD School is led by the director of the PhD School (appointed by the rector), who is responsible for the programme, assisted by a PhD Committee (set up by the rector), in which scientific staff (assistant professors / professors / senior researchers) and PhD students are equally represented.

The PhD Committee is charged with the following tasks:

- Recommending a possible vice-chairman from among the PhD Committee's PhD students to the rector.
- Submitting its recommendation about the composition of the Assessment Committee to the rector.
- Approving a PhD course programme for the Royal Danish Academy.
- Preparing proposals for internal guidelines for the PhD School, including PhD supervision, to the director of the PhD School.
- Submitting its comments on assessments of the PhD programme and PhD supervision, including international assessments of the PhD Schools, to the director of the PhD School.
- Approving applications about credit transfer, including advance credits, and about exemption.
- Commenting on all cases of importance to the PhD programme and supervision, as presented by the rector.
- Other tasks as stated in the Royal Danish Academy's statutes.

The PhD School's remit is to create the framework for a research programme characterised by quality and high international standards, and to ensure that the Royal Danish Academy's PhD programme is in a state of constant development in collaboration with the national and international worlds of research and with the private and public sectors.

The programme primarily takes the form of active research work under supervision, backed by thematic courses.

The PhD School offers PhD education within the following three disciplines:

- Architecture

- Design
- Conservation

2 Admission etc. to the PhD programme

The Royal Danish Academy announces PhD fellowships at www.kglakademi.dk under '*ledige stillinger*' (vacancies) and at www.job-i-staten.dk

2.1 Admission requirements

Admission to the PhD programme at the Royal Danish Academy must be based on the level of a Master's degree.

Enrolment based on other Danish or foreign exams are assessed on the basis of information of such studies' level and contents. If the applicant has non-Danish qualifications, these will have to be approved by the Danish Agency for Higher Education (www.ufm.dk/en) before enrolment can take place. If an application includes an assessment from the Danish Agency for Higher Education, the assessment must be cited in connection with the applicant's foreign educational qualifications in relation to a specific Danish education. It must also be used to ascertain whether the applicant's foreign educational qualifications are on a par with a Danish Master's degree, cf. the Ministerial Order on the Assessment of Foreign Educational Qualifications etc. However, in addition to the above, the Royal Danish Academy may assess whether an applicant's foreign educational qualifications in conjunction with concurrent or subsequent real competences correspond to the academic level of a Danish Master's degree, and whether the applicant can therefore be admitted as a PhD student (cf. PhD Order section 6(1)).

The Royal Danish Academy can offer a PhD programme within the fields in which research is currently being conducted, but the Royal Danish Academy alone decides who can be admitted and enrolled as a PhD student (cf. PhD Order sections 2 and 6).

2.2 Admission/enrolment

Before anyone can start as a PhD student at the Royal Danish Academy, they need to go through an assessment process.

Furthermore, if they are to be employed as a PhD fellow at the Royal Danish Academy, they will have to go through a separate employment process.

When applying for enrolment, applicants may apply for approval of well-documented, previously acquired competences (credit transfer), so that these can be included as a part of the research programme, thereby reducing the enrolment period. Applications for credit transfers are dealt with by the PhD Committee, which may establish detailed rules on this subject.

It should be stressed that enrolment and employment are two different things. Enrolment is an administrative consequence of the academic decision about admitting the PhD student, i.e. it is not the same as employment. Similarly, conclusion of enrolment cannot be equated to dismissal.





Only the educational conditions, i.e. enrolment and conclusion of enrolment, are regulated in the PhD Order and the present guidelines.

It is therefore possible to be enrolled as a PhD student at the Royal Danish Academy, but employed outside the institution, but it is not possible to be employed as a PhD fellow at the Royal Danish Academy without being enrolled as a PhD student.

Assessment process

PhD projects and candidates are assessed on the basis of a project description of max. five standard pages, excluding bibliography and time schedule for the project, the candidate's diplomas and CV, a budget, and any portfolio.

The head of the PhD School recommends to rector the appointing of an assessment committee consisting of two to three researchers at associate professor level or above, who will consider the quality of the project, the candidate, and whether this is the right candidate for the right project.

Decisions about enrolment at the PhD School are made by the PhD Committee after consultation of the head of institute at the institute to which the PhD student is to be affiliated.

The PhD student is enrolled at the Royal Danish Academy's PhD School, normally affiliated with his/her principal supervisor's institute. The supervisors are to ensure that the PhD student is affiliated with relevant foreign research environments.

2.3 Part-time studies

The PhD programme is usually organised as a full-time programme prescribed as a three-year course (cf. PhD Order section 4). However, in special cases, the programme can be completed as part-time studies subject to a substantiated application. The PhD studies must always add up to at least 50 % of a full-time study, i.e. the prescribed duration of the studies cannot exceed six years (excluding leave). Part-time studies can be justified both by the character of the research project and by personal matters. As for part-time studies in connection with extended duration of study, please see section 2.6.

The PhD Committee decides in each specific case whether a PhD student may be enrolled for a PhD programme as a part-time student. The duration of the part-time studies is to be agreed with the PhD School at enrolment.

Applications about part-time studies from PhD students enrolled at the Royal Danish Academy must be approved by the PhD Committee and by any grant donor.

Applications about part-time studies from PhD students employed at the Royal Danish Academy must also be approved by the head of institute.

2.4 Leave

The PhD Committee must be notified of any statutory leave in connection with maternity/paternity leave / adoption / military secondment etc., and the PhD plan must be adjusted and approved. Notification about statutory leave must also be given to the relevant institute and the HR Department, with regard to employment-related issues. The rest of this section is about leave that is not regulated by law.



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It is possible to apply for leave from the PhD programme for academic as well as personal reasons. Applications for leave must be in writing, justified and accompanied by a statement from the principal supervisor. The PhD Committee decides on the academic and study-related conditions in connection with applications for leave. Each decision about leave is made on the basis of an individual assessment and with due regard for the further progress of the PhD studies. Leave is not normally granted for more than 12 months in all (excl. any statutory leave). In the event of leave, the enrolment is extended.

Applications for leave submitted by PhD students who are employed at the Royal Danish Academy must be approved by the head of institute and any grant donor, as leave from the PhD studies must be coordinated with leave from any employment.

Leave implies that the person in question is not considered a student during the leave period. This means that the person in question has no right to supervision, office space, courses etc. However, if all parties agree on this, the student may participate in a planned course, if this is significant for the PhD studies and cannot be expected to be repeated at a later stage.

In connection with leave, the PhD plan must be adjusted and approved by the PhD Committee, cf. section 4.2.

2.5 Illness

Illness must be reported to the institute on the first sick day in accordance with the institute's usual procedure for calling in sick. Prolonged illness (more than three weeks) must also be reported to the PhD School, accompanied by a duration declaration in order for enrolment to be extended with a period corresponding to the course of illness (more than three weeks). PhD fellows who are employed at the Royal Danish Academy can read more on the intranet about what to do in case of illness. If in doubt, please contact the HR Department.

In connection with prolonged absence due to illness (more than four weeks), the PhD plan must be adjusted and approved by the PhD Committee.

2.6 Extension of enrolment

Enrolment for the PhD programme is normally for a period of three years. PhD students who are delayed in their studies may apply to the PhD Committee for an extension of the enrolment period (without pay and without the right to further supervision, if all supervision hours have been used). The application must be in writing and justified, and it must be accompanied by a statement from the principal supervisor and the head of institute. The director of the PhD School can approve the extension of enrolment for a period of up to three months. Extensions beyond three months must be submitted to the PhD Committee. The PhD Committee can approve the extension of enrolment for a period of three to six months. This means that the total period of enrolment extension can never exceed nine months. Applications about extension of enrolment must reach the PhD administration before the enrolment expires.

If a PhD student applies for a part-time extension of enrolment, the requirement that the PhD studies must always make up 50 % of full-time study time (see

section 2.3) does not apply. Instead, each application must be assessed individually.

An extension of the enrolment does not automatically imply a corresponding extension of employment for employed PhD fellows.

On application to the head of institute at the institute with which the PhD fellow is affiliated, an extension of the employment may be granted in connection with significantly prolonged illness.

In relation to maternity/paternity leave, PhD students who are employed at the Royal Danish Academy apply for an extension of the enrolment at the same time as they inform the HR Department that they are taking statutory leave from the employment.

2.7 Visiting PhD students

In order to be recognised as a formal visiting PhD student at the Royal Danish Academy, the student must be enrolled as a PhD student at another educational institution. Prior to the stay, the Royal Danish Academy must have received a letter from the host university/school, stating that the person in question is already enrolled as a PhD student at the institution concerned. In addition, the statement must include a recommendation and an approval of the stay at the Royal Danish Academy. In order to find a relevant research environment and supervisor, the Royal Danish Academy must also be sent a project description, a CV and a list of any publications and/or a portfolio before the stay can commence. The stay must be approved by the director of the PhD School, the head of institute and the supervisor with whom the PhD student wishes to be affiliated during his/her stay. A stay as visiting PhD student typically lasts two to six months and at the most, a total of 12 months. It costs DKK 26,500 for six months.

3 Contents etc. of the PhD programme

The PhD programme includes (cf. PhD Order section 7):

- Completion of independent research work under supervision
- Completion of PhD courses or similar study elements totalling approx. 30 ECTS credits
- Participation in active research environments, including stays at other, primarily foreign, research institutions, with private research enterprises etc.
- Gaining experience of teaching activities or another form of knowledge dissemination that is related to the student's PhD project
- Completion of a thesis based on the PhD project

In the course of the studies, PhD students at the Royal Danish Academy are encouraged to:

- Conduct a seminar at least once
- Participate in international conferences or symposiums with the presentation of a paper
- Produce articles and/or exhibitions for publication in internationally recognised journals and/or exhibitions





3.1 Supervision, selection of supervisor(s)

The PhD programme is completed under supervision. The PhD student has the right to supervision and an obligation to receive supervision.

The director of the PhD School selects a principal supervisor in connection with the enrolment. This is done at the recommendation of the person in question's superior (usually the head of institute) and possibly following suggestion from the committee that has participated in the application assessment. Additional supervisors can be attached in the course of the studies, who are also appointed by the director of the PhD School at the recommendation of the principal supervisor and the head of institute. These must be qualified within the relevant field.

The principal supervisor must be an active, recognised researcher within the relevant field, and be employed at the Royal Danish Academy at professor, associate professor or a corresponding level. The principal supervisor is responsible for the overall PhD programme, which is planned with the PhD student (cf. PhD Order section 8).

PhD students whose research projects are primarily conducted at another institution or with an enterprise other than the Royal Danish Academy should also have a supervisor there.

PhD students financed through an Industrial PhD fellowship must, in addition to their principal supervisor, have a supervisor who is affiliated with the company where the PhD student is employed. This supervisor is appointed by the director of the PhD School in consultation with the company. This supervisor must be qualified within the relevant research field (cf. PhD Order section 27). However, the principal supervisor always holds overall responsibility for the PhD programme.

3.2 Form and scope of supervision – supervisor agreement

PhD students have a right to receive supervision to the extent and at the times that are agreed and incorporated into the individual PhD plan at the beginning of the studies. The supervision (both meetings and preparation) is prescribed to amount to 240 hours, distributed across the programme's three years (of these, max. 60 hours for external supervision).

It is the principal supervisor's responsibility to ensure that agreements are made on the distribution of tasks between the principal supervisor and other supervisors. It would be an obvious choice initially to agree on this in connection with the elaboration of the PhD plan, and the agreement can then be reviewed at suitable intervals, e.g. in connection with the PhD student's semi-annual report.

The PhD Committee expects the principal supervisor to assess the PhD project continually – typically through semi-annual reports by 1 March and 1 September, respectively. The principal supervisor is encouraged on these occasions to assess the progress of the project in relation to the plan and to assess notable deviations and/or changes of direction and their significance for the remaining course.



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3.3 Supervisor replacement

In the course of studies, it is possible to replace supervisors or attach further supervisors. The PhD student can apply for a supervisor to be replaced. Applications about the replacement of a supervisor must be sent to the director of the PhD School with a written justification and a brief account of the status of the project. It is the director of the PhD School who, following consultation of the relevant head of institute, decides on any replacement of supervisors and appointment of new supervisors, respectively. The supervisor must be consulted in the case of a supervisor replacement. If the principal supervisor or another appointed supervisor is prevented from being present for a period of more than one month's duration during the study course, this is to be reported to the PhD School, and the director of the PhD School will appoint a new acting principal supervisor.

3.4 The supervisor's responsibility

The principal supervisor holds the overall responsibility for the entire PhD programme. With a view to punctual completion, the principal supervisor keeps an overview of the progress of the PhD student's research project and thesis work. The principal supervisor is responsible for the institutional contact with the other supervisors in relation to the development of the PhD project. This applies particularly if the PhD student is partly completing the PhD programme outside the institution.

In addition to the academic supervision, the principal supervisor must:

- Support and supervise the PhD student in the elaboration of a realistic PhD plan within the first three months
- Assess the progress of the PhD student's research project every six months and report on this in evaluations
- Support and supervise the PhD student in his/her development of national and international contacts and collaboration within the world of research
- Support and supervise the PhD student in his/her endeavours to publish research results in the course of the PhD programme
- Throughout the PhD course, ensure punctual delivery of the PhD plan, evaluations and PhD thesis
- Be familiar with the principles of [The Danish Code of Conduct for Research Integrity](#)

All supervisors must:

- Be familiar with continual alterations to the PhD Order and other regulations and guidelines for PhD programmes
- Be in continual contact with the PhD student
- Promote contact to other relevant research environments, both nationally and internationally
- Ensure that the PhD student when participating in joint research projects, joint experiments, joint research publications etc. is guaranteed the rights to his/her own research results – i.a. by means of co-author statements.

With a view to strengthening the supervision, the PhD School organises courses for PhD supervisors. It is compulsory for all who supervise PhD students to have participated in a supervisor course.



3.5 The PhD student's responsibility

The PhD student must keep the supervisors informed of the progress of the studies and the project, including:

- All significant research results
- Drafts for abstracts, publications and the PhD thesis
- External enquiries concerning the project
- Supplying the principal supervisor, in good time, with all relevant information about the development of the PhD studies and the thesis work – including necessary information in connection with evaluations
- Participating actively in the Royal Danish Academy's research environment and general activities
- Agreements on intellectual property rights in connection with the use of images and drawings in the thesis
- Be familiar with the principles of [The Danish Code of Conduct for Research Integrity](#)

The PhD student must also be familiar with continual alterations to the PhD Order and other regulations and guidelines of relevance to the PhD programme. He/she must also keep his/her portfolio updated in the Royal Danish Academy's research database research.kglakademi.dk

4 Completion of the PhD programme

4.1 Introduction

At a PhD student's enrolment, an introductory meeting is held between the PhD student, the PhD student's supervisor(s) and the director of the PhD School, during which the general guidelines for the PhD programme at the Royal Danish Academy, among other things, are discussed.

4.2 The PhD plan

The PhD student prepares his/her research/education plan (the PhD plan) in consultation with the principal supervisor. The plan contains a schedule for the completion of the PhD project including the elaboration of the thesis within the prescribed duration of study. The director of the PhD School approves the PhD plan after recommendation from the PhD Committee on the basis of an assessment of its feasibility and compliance with the PhD School's quality requirements. The PhD plan must as a general rule be submitted within two months of enrolment, and be approved within three months of enrolment for the PhD programme. The PhD plan is to be adjusted continually in connection with the evaluations.

The PhD plan must, as a minimum, include the following elements:

1. Schedule

The PhD plan contains a schedule for all the PhD programme's elements – including PhD courses, change of environment, field studies, thesis work, tasks at the Royal Danish Academy or collaborating institutions etc. If the PhD programme is completed in collaboration with external partners, the periods where the workplace is the Royal Danish Academy and the external collaboration partner's, respectively, must be noted in the schedule.

Credit transfer. A detailed overview must be attached to the PhD plan showing already completed study-relevant activities, for which the principal supervisor recommends that credits be transferred, without altering the level of the PhD programme.

2. Agreement on the type of supervision provided

An agreement about the scope, rate and frequency of the supervision. In case a supervisor is replaced / additional supervisors are appointed, the agreement in the PhD plan must be updated and approved by the PhD Committee.

3. Plan for the PhD project

A description of the PhD project's scientific contents – including its main elements, considerations about methodology and theory as well as any empirical basis etc. The PhD plan must include a realistic work description divided into tasks distributed across the PhD programme's semesters. The PhD plan must state in which language the PhD student plans to write the thesis.

4. Plan for PhD courses etc.

The PhD courses must have a total scope corresponding to approx. 30 ECTS credits. Participation in PhD courses is planned in collaboration with the principal supervisor. The PhD courses must be of a higher academic level than Master's level, unless special academic considerations allow for the principle to be waived.

The course composition must both support the completion of the concrete research project and give the PhD student general competences in the research field's theory and methodology.

By mutual agreement with the principal supervisor, the PhD student may participate in courses offered by the PhD School, national or international course or research networks or other bodies. The principal supervisor recommends the number of ECTS credits to be awarded to the PhD student for the courses he/she has participated in. One ECTS credit normally corresponds to 28 hours' work incl. preparation etc. To a certain extent, ECTS credits may be awarded for PhD students' active participation in scientific conferences, if the output is deemed to correspond to participation in a PhD course. Overall, a maximum of 10 ECTS credits out of the total requirement of 30 ECTS credits can be achieved in this way. Participation in PhD workshops, masterclasses or similar, directed specifically at PhD students, are, however, given ECTS credits as for actual PhD course participation, including where such participation takes place in connection with conferences.

A course in scientific integrity, dissemination and methodology is compulsory, and PhD students are encouraged to take this course early in their PhD study programme to gain the basis for solving their tasks, including teaching. An exemption may be granted if the PhD student has previously acquired corresponding qualifications in some other way.

Evaluation seminar

The principal supervisor and the PhD student agree on and plan to hold an evaluation seminar. The evaluation seminar is held after the first year and no later than three months before the end of the study course. The Royal Danish Academy's scientific staff are invited to the seminar by the PhD School. As a general rule, an external expert commentator is also invited, who serves as a



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critic of the PhD student's results. The external commentator is appointed by the principal supervisor and remunerated for a maximum of nine hours.

5. Plan for participation in active research environments

With a view to securing the international level of the PhD programme, a long-term, continuous research stay must be included, preferably of 3-6 months' duration, in an active research environment, primarily abroad. Considerations about a change of environment and international research stays, respectively, must be mentioned in the PhD plan. The director of the PhD School may grant an exemption if particular academic or other significant reasons speak in favour of this.

So as not to interfere with the submission of the thesis at the end of the enrolment period, long-term stays abroad cannot be placed in the final semester of the studies.

PhD students are expected to participate actively in international scientific conferences and workshops.

6. Plan for teaching activities or other types of knowledge dissemination

Teaching and other dissemination activities must be related to the PhD student's PhD project.

For employed PhD students, a special work obligation applies in accordance with the collective agreement with the Danish Confederation of Professional Associations, AC, which stipulates that full-time employed PhD students have an obligation to complete 840 hours' work for the Royal Danish Academy in the course of their PhD programme ([Appendix 5 of Circular on the collective agreement for academic staff in the Danish state sector](#)). The work must contain an experience or learning dimension in relation to the PhD student's education or future career development.

The way in which the teaching and dissemination obligation is to be met is agreed between the principal supervisor, the head of institute and the PhD student at an early stage of the PhD study course, and wherever possible, it should be placed in the first two years of the studies. The work is planned with consideration for the key parts of the PhD student's PhD plan, and it is entered into the PhD plan. Evaluations must contain information about the extent of the PhD student's work over the past six months.

The principal supervisor is responsible for ensuring that the PhD student's teaching activities and other knowledge dissemination are planned in the most appropriate way in dialogue with relevant academic leaders.

7. Intellectual property rights

In connection with the preparation of the PhD plan, the question of copyright and rights to any data material collected must be considered. If the PhD course is carried out in collaboration with other parties, the PhD plan must include an agreement about copyrights and rights to collected data material. If the PhD student publishes parts of his/her research results in collaboration with others, a co-author statement must be included from, as a minimum, the corresponding author, the first and the last author. Any limitations of copyrights must be approved by the director of the PhD School. However, the student's copyright cannot be limited beyond the provisions stated in the Vancouver regulations.



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8. Financing plan (budget)

In connection with the PhD plan, the PhD student prepares a realistic budget for the project-related costs, including costs of special equipment, extended stays abroad, and tuition fees charged by foreign universities.

The part of the budget that is expected to be covered by the school's funds must be approved by the director of the PhD School and the head of the Research Administration.

If the PhD programme is funded externally (completely or in parts), the Royal Danish Academy prepares a written collaboration agreement with the external party/parties. This must include agreements about intellectual property rights and publishing and about the funding of the studies and which services the parties are making available to the PhD student. The cooperation agreement must be approved by the director of the PhD School and the head of the Research Administration.

4.3 Workplace

As a starting point, it is presupposed that the PhD student has his/her workplace at and is actively and regularly present in the academic environment (institute) with which he/she is affiliated, unless the PhD student is working in another research environment in accordance with the PhD plan.

In cases where the PhD studies are carried out in collaboration with an external institution/enterprise, the distribution of the PhD student's presence at the Royal Danish Academy and the relevant institution etc., is agreed before enrolment for the PhD programme, but the PhD student must, as a minimum, spend half of the time at the Royal Danish Academy. However, something else can be agreed if specific, scholarly reasons speak in favour of this. A written agreement is made by the director of the PhD School and the head of institute.

4.4 Evaluations / semi-annual reports

Every six months, the PhD Committee assesses whether the PhD student is following the PhD plan. The evaluation is based on a semi-annual written statement (as of 1 April and 1 October, respectively) from the principal supervisor who, following discussions with the PhD student and any other supervisor(s), confirms through his/her signature that the PhD programme is progressing in accordance with the PhD plan, or justifies in writing why adjustments are required. At the same time, a report is given about stays abroad, teaching and dissemination activities and the evaluation seminar that have taken place over the past six months.

Prior to the supervisor's statement, a conversation must have taken place between the supervisor and the PhD student, during which the PhD course has been discussed. The PhD student has the opportunity to comment on the statement within two weeks. A consultation with the PhD student may be omitted if both the supervisor and the PhD student have signed an unconditionally positive statement.

The evaluation must give consideration to documented illness, maternity/paternity leave and other approved leave, and it may give consideration to other factors, including scholarly considerations.

Following the recommendation of the PhD Committee, the director of the PhD School decides whether the evaluation can be approved and the studies can continue.

If the PhD Committee finds that there are problems in a semi-annual evaluation, the Committee decides whether special initiatives should be set in motion in relation to the studies, including a possible three-month recovery period.

If the evaluation is not approved – a three-month recovery period

In case of a negative evaluation, a three-month procedure is initiated. Based on the principal supervisor's recommendation, the PhD Committee decides whether the PhD student is to be offered a three-month recovery period. The trial period cannot in itself extend the PhD programme. The PhD student must inform the PhD school within a deadline of at least a week whether he/she accepts the offer of a three-month recovery period.

A PhD student may be offered only one recovery period in the course of the entire PhD programme.

The principal supervisor recommends to the PhD Committee a target for what the PhD student must achieve in the course of the trial period in order to bring the status of the PhD project back in line with the content of the PhD plan and secure the prospects of completing the PhD thesis at a satisfactory scholarly level. The task set is phrased in writing for the PhD student. The PhD Committee and the principal supervisor assess the result of the PhD student's work during the trial period within a month and advise the director of the PhD School on whether the studies can be resumed.

The PhD student is disenrolled at the end of the month in the following cases:

1. The PhD student does not, within the set deadline, accept the PhD School's offer about straightening up the PhD studies within a three-month trial period.
2. The head of the research programme and the principal supervisor assess that the result of the recovery period is negative.

If the PhD studies are carried out in collaboration with an external institution or enterprise, or the PhD student is employed externally, the PhD School informs the relevant institution/enterprise before the start of the three-month period.

If the PhD thesis is not submitted to the PhD School at the end of the enrolment period, an evaluation must be submitted at the end of the enrolment period. This must contain a status of the project, including a schedule for completion of the project and submission of the PhD thesis. In such cases, the PhD Committee may decide to extend the enrolment period.

If the PhD student abandons his/her PhD programme before the end of the ordinary enrolment period, the PhD School and any external collaboration party must be informed immediately.

5 PhD thesis

5.1 Thesis requirements

It is expected that the PhD thesis be submitted to the PhD School by the end of the enrolment period, possibly extended in relation to maternity/paternity leave, illness or other leave.



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The PhD thesis must document that the author has completed a scientific project through the independent application of relevant scientific methodology, and that he/she has thus conducted research that complies with international standards for PhD degrees within the field.

A PhD thesis cannot be submitted for assessment by two or more authors jointly. However, it is acceptable for the underlying research project to have been carried out in collaboration with others. If the thesis contains articles or drafts for articles that have been prepared in collaboration with others, written statements must be included from each of the co-authors stating the PhD student's contribution to the work.

The PhD thesis must be written in Danish or English. However, by agreement with supervisors and subject to the PhD Committee's approval, it can be written in other languages. The thesis must contain abstracts in both Danish and English (a max. of one standard page each) and, if it is written in another language, also in this language. Furthermore, an abstract in Danish and English must be submitted with the PhD thesis, and perhaps an illustration. These abstracts should be submitted separately and in digital form and will be used when advertising the defence.

The thesis must be submitted to the Research Administration. The front page of the PhD thesis must state that the thesis has been submitted at the Royal Danish Academy and at which school.

The overall extent of the thesis must not exceed 250 standard pages of 2,400 characters (with spaces and notes, but without bibliography, catalogues, appendices, drawing material etc.). In special cases, the director of the PhD School may grant an exemption from this. A justified application must be submitted to the director of the PhD School before the 6th semester. If the Assessment Committee recommends that the thesis be revised before its defence, the director of the PhD School normally grants an exemption, allowing the PhD student to exceed the prescribed no. of pages.

5.2 Layout of the PhD thesis

The PhD thesis must always contain an independently prepared condensed account that describes:

- The entire research project
- The overall problem definition
- A specification of the research field – including methodology and theory
- The relation between the individual subprojects and the overall project
- A report on the achieved results with an account of the applied methods
- A discussion of own research results in relation to other significant research within the field.

The thesis can have the following forms:

1. A monograph.

A thesis prepared personally by the author (the PhD student).

2. A plurality of elements or articles that are related in terms of contents and/or methodology, and in which the results achieved during the PhD programme are presented and possibly published/disseminated, either by the PhD student alone or together with others.



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An article-based thesis should contain at least three articles as well as a compulsory introduction and conclusion, which present the thesis' independent articles as a whole by placing the articles in a theoretical framework, presenting common literature, mentioning references etc. Any co-authors must state the extent of their contributions.

Regardless of any publication, the thesis' Assessment Committee is responsible for the final assessment of the article-based thesis' quality.

The format of the thesis must be specified in the third semi-annual report.

All material that is to form the basis for an assessment must be accessible to the Assessment Committee throughout the assessment period.

5.3 Copyright, co-author statements etc.

All rights to the thesis belong to the author, unless special agreements about intellectual property rights have been made with external partners at the time of enrolment for the PhD programme. If the author makes an agreement with a publisher or similar about publication of the thesis or parts thereof, the author should at the same time secure the publisher's acceptance that the thesis is assessed according to regulations in force.

In cases where a PhD thesis includes works by several authors, the thesis must be submitted with, as a minimum, co-author statements from the corresponding author, the first and the last author to the effect that they are aware that the work is included as a part of the PhD thesis. These must be accompanied by an account of the extent and the character of the author's (the PhD student's) part of the work. The statements must be dated and signed by both the co-authors and the author of the submitted thesis.

In cases where the PhD thesis includes material that is protected under the Danish Copyright Act (this applies to printed material, images and graphic set-ups alike), the author must make sure to obtain permission to use this.

5.4 Other statements

When submitting the thesis, the author must state whether the thesis has previously been assessed, in its entirety or in parts, with a view to acquiring an academic degree in Denmark or abroad, and if so, what the result was. In case a PhD thesis, out of consideration for participating companies or similar, needs to be split into a publicly accessible part and a confidential part, it must be possible to read and assess the publicly accessible part separate from the confidential part. Only the publicly accessible part is included in the assessment of whether the PhD degree can be awarded. When submitting the thesis, the PhD student must indicate in writing whether he/she wishes a part of the thesis to be treated confidentially.

5.5 The principal supervisor's opinion of the entire PhD course

The principal supervisor must submit a statement about the entire PhD course at the latest one month before the thesis is handed in. The statement must be accompanied by an overview of the PhD student's qualifying portfolio, including teaching and knowledge dissemination, affiliation with other research environments, and participation in seminars, scientific conferences and courses, along with indication of no. of ECTS credits etc. The statement is prepared in collaboration with any other supervisors.



The overview must be submitted in an English and, if possible, a Danish version, and it will be included as an appendix (degree supplement) to the PhD diploma. The statement must conclude in a declaration about whether the principal supervisor can approve the PhD programme course as completed in accordance with the requirements of the PhD Order. The PhD Committee assesses, on the basis of the principal supervisor's statement, whether the complete PhD course has been completed satisfactorily.

If the principal supervisor assesses that the PhD programme is not to be considered as completed satisfactorily, the PhD student must be given the opportunity to comment on the statement within a period of at least two weeks. The PhD Committee assesses, on the basis of the principal supervisor's statement, any comments from the PhD student and the semi-annual evaluations, whether the entire PhD programme has been completed satisfactorily.

If the PhD Committee assesses that the course has not been completed satisfactorily, the PhD student has the opportunity to complain to the rector about the PhD Committee's decision within a period of two weeks after the PhD student has been notified of the decision.

The PhD thesis can only be accepted for assessment if the entire PhD course is assessed to have been completed satisfactorily (cf. PhD Order section 15).

5.6 Conclusion of the PhD studies

The enrolment as a PhD student expires upon the submission of the PhD thesis. If the thesis is not submitted by the expiry of the enrolment period, enrolment ends at the expiry of the established enrolment period. However, the director of the PhD School may decide to extend the enrolment period for a specified period, if it looks like the PhD thesis will soon be submitted and the principal supervisor recommends an extension in a final evaluation (cf. item 2.6).

5.7 Submission of thesis without prior enrolment

The PhD Committee may approve that a thesis be accepted for assessment without the author having completed a formalised PhD programme, if the author has in some other way acquired qualifications that are comparable to this, or if the author has previously been enrolled at the Royal Danish Academy's PhD School, and the enrolment has ended.

At submission, it must be stated whether the thesis has previously been accepted for assessment. The assessment of an application for submission of a thesis without prior enrolment will take into account whether the author has a documented association with the Royal Danish Academy.

When submitting a thesis pursuant to the PhD Order section 15(2), the author is not entitled to have a supervisor appointed to assist the Assessment Committee.

The thesis is to be submitted to the PhD School in one copy along with an account of how the applicant believes that it complies with the PhD course requirements, as they are stipulated in the PhD Order. The thesis must also be accompanied by a declaration from the applicant about whether the thesis has previously been submitted for assessment, and if so, where. The PhD School obtains specialist recommendations from the nearest expert professors, associate professors or others with similar qualifications as to whether the

thesis can be accepted for assessment. The PhD Committee decides, on the basis of the expert recommendation, whether the PhD thesis can be accepted for assessment.

At the assessment of a PhD thesis at the Royal Danish Academy without prior enrolment, the Royal Danish Academy may direct the author to cover the costs of assessment, defence etc. himself/herself. The Royal Danish Academy has set the fee for assessment of a thesis at DKK 45,000. This amount must be paid in two instalments:

1. DKK 5,000 for the preliminary assessment and related administration.
2. DKK 40,000 if the Royal Danish Academy deems the thesis acceptable for assessment. This amount covers printing of the thesis, two external assessors and one internal, including travel and stay in connection with the oral defence.

At the assessment of a PhD thesis where the author has previously been enrolled at the Royal Danish Academy's PhD School for an *entire* PhD degree programme, the author is *not* to pay the costs related to assessment and defence.

All PhD thesis handed in, will go through a screeningprocess for plagiarism.

6 Assessment Committee

6.1 Composition of the Assessment Committee

No later than at the submission of the PhD thesis, an expert Assessment Committee will be appointed, consisting of three members. The Assessment Committee's members must be recognised researchers within the relevant field. Two of the members must be external, and of these, at least one member must be from outside Denmark, unless this is inappropriate from a scholarly point of view. The third member must normally come from the Royal Danish Academy, and this member is appointed chairman of the committee.

If the PhD student is funded by a fellowship from *InnovationsFonden* (the Innovation Foundation) (this applies to Industrial PhD students), at least one member of the Assessment Committee must have enterprise-relevant research experience within the field in question (cf. section 27), but not be an employee in the company where the PhD student is employed.

6.2 Procedure for appointment of Assessment Committee

The principal supervisor notifies the director of the PhD School, by means of a principal supervisor's statement, about the upcoming submission of the PhD thesis at least one month in advance.

The director of the PhD School submits his/her recommendation for the composition of an expert Assessment Committee to the rector based on a recommendation from the PhD Committee and the principal supervisor. The PhD student is informed of the composition of the Assessment Committee immediately after it has been appointed. The PhD student can submit a written objection against the composition of the committee within a period of eight working days from receipt of the notification.

6.3 The Assessment Committee's work



The PhD student's principal supervisor is appointed to assist the Assessment Committee without voting rights. As an appointed assistant, the principal supervisor must be available to clarify questions about the student's research project, and the principal supervisor can be invited to a meeting with the Assessment Committee for this purpose.

6.4 Schedule for assessment of the thesis

The preliminary recommendation must be available within two months of the submission of the thesis, and the defence must take place within three months of the thesis being submitted to the PhD School. The month of July and the period between 15 and 31 December are not to be included in the calculation of the three months.

7 Preliminary assessment of the PhD thesis

Within two months of the submission of the PhD thesis, the Assessment Committee makes its recommendation to the PhD School as to whether the PhD thesis is suitable as the background for the awarding of the PhD degree. The recommendation is prepared in accordance with the PhD School's writing guidelines for the preparation of PhD recommendations. The extent of the recommendation must not exceed five to seven pages. The preliminary recommendation must contain a brief summary and a substantiated, critical assessment of the thesis' scientific quality and international standard. The premises that have formed the basis for the Committee's assessment and conclusion must be stated clearly. It must be stated whether the recommendation is forwarded unanimously. The recommendation must finish with one of the following conclusions: a) the PhD thesis is suitable for defence, or b) the PhD thesis is not suitable for defence.

The preliminary recommendation is approved by the director of the PhD School, and a copy is forwarded to the author.

7.1 The PhD thesis is suitable for defence

If, according to the Assessment Committee's recommendation, the thesis is suitable for defence, the defence can take place (cf. PhD Order section 18(2)).

7.2 The PhD thesis is not suitable for defence

If the Assessment Committee's recommendation is negative, the Assessment Committee must also indicate whether the PhD thesis may be resubmitted in a revised version, and if so, within which deadline (cf. section 18(3)). A negative recommendation from the Assessment Committee must be clearly substantiated.

The recommendation is forwarded to the author and to the principal supervisor, who must have the opportunity to comment on the recommendation within a period of at least two weeks.

Based on the Assessment Committee's recommendation and any comments from the author and the principal supervisor, the PhD Committee makes one of the following decisions (cf. PhD Order section 18(4), items 1-3):

1. That the defence may not take place.

2. That the PhD thesis may be resubmitted in a revised version within a period of at least three months. If the thesis is resubmitted, it will be assessed by the formerly appointed Assessment Committee, unless special circumstances apply.
3. That the PhD thesis must be submitted for assessment by a new assessment committee.

The author has the opportunity to complain to the rector about the PhD Committee's decision within a period of two weeks after the author has been notified of the decision. The complaint must be in writing and substantiated. The author can also complain to the Danish Agency for Higher Education about legal conditions, cf. PhD Order section 29(2) (see Part 11).



8 Defence of the PhD thesis

All PhD defences at the Royal Danish Academy are open to the public and will normally be announced on the Royal Danish Academy's website (www.kglakademi.dk).

Before the defence is announced, the author must prepare an abstract of 10-20 lines in both Danish and English, giving an account of the PhD thesis' main results in accessible language. These will be used in connection with the announcement.

The defence must take place at the earliest two weeks after the Assessment Committee has submitted its preliminary recommendation, and at the latest three months after submission of the PhD thesis. The month of July and the period between 15 and 31 December are not to be included in the calculation of the three months. The time of the defence must be agreed with the author. The PhD Committee may decide, if special circumstances apply, that the planned defence is to be carried out so that the author gives an account of his/her work and defends the PhD thesis in the presence of just two of the Assessment Committee's members. If the author does not agree with this, the defence will have to be postponed. A postponement of the defence is subject to a written agreement between the author and the PhD Committee, which must include a date and time where the defence is to be held. The Research Administration handles the practical tasks in connection with the defence.

8.1 The defence session

The PhD thesis is defended in a public defence session. At the defence, the author must have the opportunity to give an account of his/her work and must defend his/her PhD thesis to the members of the Assessment Committee. The PhD thesis must be publicly accessible in due time before the defence. Due time must normally be considered at least two weeks. The Research Administration sends copies to the Library for Architecture, Design, Conservation and Performing Arts.

A PhD defence cannot be confidential, and no confidential parts of the research project can form the basis for the awarding of the PhD degree.

The defence session normally takes place under the direction of the principal supervisor. The entire defence must not exceed three hours, incl. any break. The



author has 45 minutes to present his/her PhD thesis' main results. Each of the Assessment Committee's members has approx. 30 minutes at their disposal for questions and dialogue with the author. The Committee's members agree the order of their contributions among themselves, however, the chairman of the Committee will normally speak last. In closing, the director of the defence session may allow for contributions from among the audience. Notification of contributions must be given at the latest during the break in the defence session.

The director of the defence ensures that the defence takes place in a dignified way, and if necessary, he/she can interrupt or extend the defence session.

Immediately after the conclusion of the defence session, the Assessment Committee withdraws to a private room to decide on whether it wishes to recommend, on the basis of the defence, that the author be awarded the PhD degree. If the members agree to recommend that the author be awarded the PhD degree, the Assessment Committee's chairman may subsequently state this orally.

9 Awarding of the PhD degree

9.1 The final recommendation

Immediately after the defence, the Assessment Committee makes its final, written recommendation containing a combined assessment of the thesis and the oral defence. The Assessment Committee's recommendation must be substantiated, and in the event of disagreement, the majority will prevail.

The Academic Council awards the PhD degree if the Assessment Committee recommends this.

If the Assessment Committee's recommendation is negative, the Academic Council may decide that the thesis is to be assessed by a new assessment committee, if so requested by the author in writing within a period of at least one week.

9.2 Documentation of the PhD programme and the PhD degree

If the PhD degree is awarded, a PhD certificate is issued in Danish and English, signed by the rector and the director of the PhD School.

The certificate will be accompanied by an overview of the completed study programme.

PhD students who have not completed the PhD programme with a PhD degree may, following a written request to the PhD School, have written documentation issued in Danish and English for those parts of the PhD programme that have been completed satisfactorily.

10 The institution's rules

The PhD Committee may, when this is justified by special circumstances, grant exemptions from rules that are laid down by the Royal Danish Academy alone. Applications must be sent to the PhD School's administration.



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10.1 Complaints about the institution's decisions

Complaints about decisions concerning the PhD studies may be submitted to the PhD Committee, which will rule.

However, complaints about supervisors must first be submitted to the director of the PhD School, who will present the case to the PhD Committee, if it cannot be resolved through dialogue.

Complaints about decisions made by the director of the PhD School or the PhD Committee, which do not concern legal issues, may be brought before the rector. This must happen within two weeks of the date where the complainant has been notified of the decision. Complaints must be in writing and substantiated.

Decisions about *legal* issues, cf. the PhD Order's section 29(2), may be brought before the Danish Agency for Higher Education within two weeks from the day the complainant has been notified of the decision.

Complaints about decisions on legal issues must be submitted to the rector who will obtain a statement from the PhD Committee, which the complainant must have the opportunity to comment on within a period of at least one week. The rector will forward the complaint to the Agency accompanied by the statement along with any comments from the complainant.

The PhD students and authors mentioned in the PhD Order are entitled to submit complaints. Authors who have not completed a PhD programme must have had their PhD thesis assessed in order to be entitled to submit a complaint.

11 Other rules

Pursuant to the PhD Order's section 28(2), the Danish Agency for Higher Education may grant exemptions from the Order's provisions if unusual circumstances apply.

11.1 The Industrial PhD scheme

In the PhD Order's section 27, the following regulations apply to PhD fellowships funded through the Industrial PhD scheme:

In addition to the principal supervisor appointed by the director of the PhD School, the director of the PhD School appoints a supervisor affiliated with the company with which the PhD student is employed. This supervisor must be qualified within the relevant field.

At least one of the members of the Assessment Committee must have company-relevant research experience within the relevant field.

12 Commencement and interim provisions

PhD students who have started their PhD studies before 1 August 2013 have the right to complete their PhD programme in accordance with Ministerial Order no. 114 of 8 March 2002 (in the case of PhD students at the School of Architecture

and the School of Design) and in accordance with Ministerial Order no. 18 of 14 January 2008 (in the case of PhD students at the School of Conservation). However, assessment and defence of the thesis and the decision on the awarding of the PhD degree will take place in accordance with PhD Order no. 1039 of 27 August 2013 and the present set of guidelines. Any application from PhD students enrolled before 1 August 2013 about the completion of the PhD programme in accordance with 8 March 2002 and 14 January 2008, respectively, must be sent to the PhD School. The director of the PhD School will decide on the application.

The present guidelines for the PhD School enter into force on 1 September 2018.



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