UNIVERSITY OF COPENHAGEN
FACULTY OF THEOLOGY

# Guidelines for the assessment of doctoral theses submitted to the Faculty of Theology

These guidelines have been drawn up under the authority endowed by the Ministerial Order on Doctoral Degrees (ministerial order no. 750 of 14/08/1996, as amended by ministerial order no. 1321 of 05/12/2008), section 1 (2), and the University of Copenhagen's Internal rules and guidelines of 18 December 1996 on submitting doctoral theses.

## The work of the assessment committee

The assessment committee conducts an academic assessment of the submitted thesis. According to the ministerial order, the criteria used by the committee for its work are that the author has "considerable scientific insight and maturity" and that she or he has "contributed substantially to the advancement of science with the dissertation" (section 3 (2)).

## Structure of the written assessment

The assessment committee submits a written report describing the grounds for their decision to recommend the thesis for acceptance for defence for a doctorate in Theology or for rejection (section 10 (1)).

The recommendation must include an adequate summary of the main outline of the thesis and comments on how well the chosen topics have been addressed compared to the status quo in research in the field concerned.

It must also include an academic assessment of the thesis as a whole, including choice of materials, methods, theoretical concepts and relevant research literature.

The recommendation on whether or not to accept the thesis for defence, or reject it, is based on the written assessment (section 10 (1)).

The assessment should progress naturally to an overall conclusion through a weighting of strengths and weaknesses of the thesis.

The conclusion reached about rejection or acceptance must be clearly stipulated in the assessment, but this should not take the form of advice on a rewrite for resubmission.

It is also important that the document "is written in a suitably objective form" and provides "a satisfactory basis for reaching a decision" (section 10 (1)) at the Academic Council.

The assessment should not exceed ten A4 pages (corresponding to approx. 5,000 words).

If the thesis is written in English, the assessment must be in English too. If the thesis is written in Danish, the assessment can be in Danish or English.

The committee's duties concerning responses to consultation

After compliance control in the Faculty Secretariat, the assessment is sent to the author for written consultation, giving the author the opportunity to respond in writing (section 11). The assessment committee then has a duty to comment in writing on the author's observations, and to reconsider its position. The committee's response to the author's comments is sent to the author for information before the Academic Council reaches its decision. If the committee's comments include new information on which the author has not previously had an opportunity to comment, the author must be given the opportunity to do so before the Academic Council reaches its decision.

Withdrawal of a thesis

If the committee (or part of it) recommends that the thesis be rejected, the author has three weeks to either comment or withdraw the thesis from further consideration (section 11 (2)). If the thesis is not withdrawn by the deadline, the author is informed of the date by which the Academic Council will make its decision. If the author submits comments to the assessment, he or she must be made aware that both the author's and the committee's comments in response to them will be submitted to the Academic Council as part of the basis upon which a decision is reached. The author is also made aware that the final opportunity to withdraw the thesis is immediately before the Academic Council rules on the issue. As soon as the Academic Council has processed the assessment committee's recommendation, the thesis can no longer be withdrawn to avoid rejection by the Academic Council.

Regardless of whether the thesis is withdrawn before it is processed by the Academic Council, any subsequent submission will be considered a resubmission, which entails a duty to disclose the earlier assessment (section 4 (2), no. 3). For a thesis to be considered non-assessed, the author must withdraw it before the Assessment Committee begins the assessment process (section 9, (2), item 2).

These guidelines were approved by the
Academic Council, 15 June 2016.

Ministerial Order on Doctoral Degrees (order no. 750 of 14/08/1996, as amended by order no. 1321 of 05/12/2008), section 1 (2):
http://teol.ku.dk/Forskning/doktorgrader/ministerialorderondoctoraldegrees.pdf

Internal rules and guidelines on doctoral theses at the University of Copenhagen, 18 December 1996:
http://www.ku.dk/regel/5/5602.html