

## **The University of Copenhagen's regulations for prize papers**

Pursuant to Section 25 (1) of Order no. 666 of 24 June 2012 on University Examinations and Grading, as of 31 October 2012 the University of Copenhagen has laid down the following regulations.

### *Calls for prize papers*

**Section 1** Each year, the University of Copenhagen calls for a number of prize papers under each Faculty.

**Section 2** The Deans arrange for calls for papers within the Faculties' respective subject areas. The Academic Council determines the papers to be called for. The Academic Council may delegate this authority to a committee. The Faculties may jointly call for interdisciplinary papers. In this case, it is agreed which Faculty is to assess the papers in question.

(2) The subjects covered by the call for papers should provide opportunities for papers from a relatively wide circle.

(3) The texts of the papers must be submitted before 1 October to the Rector, who will arrange for all of the papers to be printed in conjunction with the University's Annual Commemoration Ceremony in November.

(4) The publication of the call for papers will include the information that interested persons may be allocated a supervisor by contacting the Dean of the Faculty in question.

### *Submission of prize papers*

**Section 3** Prize papers may be submitted by persons who are studying at a university, or who have completed their university studies within the last three years. On submission of a paper, the author may not be employed as an assistant professor, associate professor or professor, or in an equivalent position, at a university.

(2) One paper may have up to three authors. If a paper has more than one author, it must be possible to distinguish each author's contribution to the paper.

**Section 4** Papers may be written in Danish, Norwegian, Swedish, English, German or French. Papers in classical philology may be written in Latin. The Dean may permit the use of another language.

(2) Each paper must include summaries in Danish and English.

**Section 5** Papers must be submitted in five copies to the Faculty that called for the paper.

(2) If the paper's title has a different wording to the call for the paper in question, it must be stated which topic the paper is a response to.

(3) The paper must include a declaration signed by the author with details of the author's full name, position, address, Danish personal registration number and academic degrees, as well as when and where they were awarded. The author may enclose this information in a sealed envelope stating that the envelope may only be opened if the assessment committee recommends that the paper be awarded a gold or silver medal. If the author wishes to make changes to the paper after its assessment, but prior to publication, on the grounds stated in Section 11 (2), this must be stated in the declaration.

(4) If the paper has more than one author, cf. Section 3 (2), the attached declaration must state which sections are the work of the respective individual authors.

(5) A thesis or dissertation that has previously been assessed by a university may not be submitted as a paper. If the paper includes elements of previously assessed work in unchanged or edited form, a description of this must be enclosed.

**Section 6** Papers must be submitted to the Faculty before 12:00 noon on 15 January of the following calendar year, unless another deadline has been specified in the call for the paper in question. If 15 January is not an ordinary working day, the deadline is 12:00 noon on the following ordinary working day.

(2) In special circumstances, the Dean may decide that a paper may be assessed even though it has been submitted at a later time.

#### *Assessment*

**Section 7** The Faculty's Academic Council will appoint an assessment committee with two members. One member, who is the chair of the assessment committee, must be a professor or associate professor, or hold equivalent qualifications. The other member must fulfil the conditions for appointment as an external examiner at the Faculty.

(2) If the committee cannot reach agreement on the assessment, the Academic Council may add a further member to the committee. This member must hold the qualifications stated in (1,2).

**Section 8** The assessment committee submits a written recommendation to the Academic Council concerning the award of a gold or silver medal, or no medal award, to the individual authors. In the event of disagreement, each member of the committee will submit his or her own recommendation.

(2) The author is consulted concerning the recommendation before consideration by the Academic Council.

(3) The decision is taken by the Academic Council.

(4) The Faculty notifies the Rector of the decision before 1 July.

**Section 9** A gold medal is awarded when a comprehensive, independent description of the topic has been achieved, with a full understanding of the problems, with a good overview, and in a way that demonstrates academic maturity. A silver medal is awarded if the paper does not fully meet these

requirements, although it does reveal the academic abilities of the person concerned, as well as a very good understanding of the problems, with a good, independent presentation of the topic.

(2) If an author of a paper with several authors is to be awarded a medal, both the overall paper and the contribution of the author concerned, viewed in isolation, cf. Section 3 (2), must fulfil the requirements.

(3) The medals bear the figure of Pallas Athena on the obverse, and the text "Ingenio et studio atria" encircled by a laurel wreath on the reverse.

(4) Authors who are awarded a medal also receive a diploma and a monetary amount determined by the Rector.

**Section 10** The prizewinners are presented at the University's Annual Commemoration Ceremony.

#### *Publication and archiving*

**Section 11** Papers that are awarded a gold or silver medal must be made available to the general public by the University's submission of one copy to the Royal Library.

(2) Before publication, the author may make the changes that are necessary in order to avoid violating the privacy of individual persons, cf. Section 5 (3) and Section 12 in this respect.

**Section 12** If an author publishes a paper that has received a gold or silver medal, and includes details of the prize awarded, the author must also state any changes and additions that have been made to the text.

**Section 13** Papers received, recommendations and minutes are archived and handled in accordance with the ordinary rules for the University's archive materials.

#### *Credit transfer*

**Section 14** A student who has been awarded a gold medal may transfer credit, so that the prize paper is approved as a thesis with the grade of 12. A silver medal paper that is submitted as a thesis will be subject to concrete assessment.

(2) The prize paper may be submitted for assessment as a thesis or term paper at the same time as it is submitted for assessment as a prize paper, or at a later time.

(3) Decisions concerning the approval of prize papers as theses are taken by a Head of Studies, subject to the condition that the topic of the thesis falls within the objective of the master's programme in question that is laid down in the Study Programme Order and in the curriculum.

#### *Commencement*

**Section 15** These regulations enter into force on 1 November 2012.

University of Copenhagen, 31 October 2012

Ralf Hemmingsen, Rector

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## **Guidelines concerning prize papers**

In terms of content, Section 1 of the call for prize papers corresponds to the previous Section 1 (1), but with the difference that the University, rather than the Faculty, formally calls for papers. Since this is an accolade awarded by the University, the call for papers is announced by the Rector and the medals are presented at the Annual Commemoration Ceremony.

The Faculty decides how many prize papers are included in the call for papers.

Section 1 requires that all Faculties participate in the call for papers. The Dean must ensure that a number of papers are called for. The Dean also lays down the procedure for proposal of prize paper topics. The Academic Council determines the prize papers to be called for.

The previous regulations included a clause on the employees' duty to present proposals. This clause has been omitted from these regulations as it is redundant. This work is equivalent to the other tasks and responsibilities of the academic staff.

It must be ensured that the papers called for are not so specific as to constitute a request for a paper from a single individual, cf. Section 2 (2).

The call for papers may state a later deadline than normal, cf. Section 6 (1,1), for example if the paper requires extensive data collection.

The supervisor's duties are limited, since the paper is to show the author's ability to work independently.

There are no limitations to the general access for thesis or PhD students to submit papers, cf. Section 3. It will be natural to designate these persons' normal supervisors to also undertake this supervision.

Section 5 presents various regulations concerning receipt of papers and the papers' external presentation. If a person wishes to submit a paper anonymously, the recommendation may not be submitted for consultation in accordance with Section 8 (2) if the recommendation is that the person concerned is not to be awarded either a gold or silver medal.

The previous regulation concerning acknowledgement of receipt has been omitted as redundant. It is a normal administrative procedure to acknowledge receipt stating the time and date of receipt.

The number of copies has been changed from two to five.

Section 6 contains regulations concerning the time and date of submission.

The previous regulations' prohibition of the publication of a paper before it has been assessed has been omitted as unnecessary.

Section 9 contains the criteria for the award of a gold medal, etc.

Section 11 introduces a public disclosure obligation, and is thus more far-reaching than the previous regulations. If a thesis cannot be published, due to the need to protect the privacy of trial subjects, etc. such publication is governed by (2).

Section 12 introduces an obligation to give an account of any changes in the thesis if it is stated that the thesis has been awarded a gold or silver medal. Any infringement would probably be considered to be academic misconduct and thereby subject to the current rules in this respect.

Section 14 concerns certain credit transfer issues.

The provision in (1) is authorised by Section 25 (2) of the Examination Order.

The regulation must also apply if the gold medal has been awarded by another Danish university.

The ordinary rules for assessment of theses, etc. must be applied. This is subject to the condition, however, that any ordinary rules concerning the maximum number of pages do not apply in these cases.

If the paper is concurrently to be assessed as a thesis or term paper, the assessment will be performed by the same assessment committee. If the paper is submitted for such assessment at a later time, the same assessment committee may be appointed. A grade may be given for the thesis without awaiting the processing of the recommendation concerning the award of a medal.