



The University of Copenhagen's regulations on prize papers

Pursuant to Section 27 (1) of Ministerial Order no. 1062 of 30 June 2016 on University Examinations and Grading, the University of Copenhagen has laid down the following regulations as of 30 October 2020.

Calls for prize papers

Section 1 Each year the University of Copenhagen calls for a number of prize papers. The calls comprise an interdisciplinary prize paper and faculty-specific prize papers.

Section 2 The interdisciplinary prize paper is called for within a common theme that invites responses from different academic angles. The Rector determines the interdisciplinary theme of the year.

(2) Interested students may be assigned a supervisor by contacting the relevant contact persons for the interdisciplinary paper.

Section 3 At the faculties that wish to call for faculty-specific prize papers, the Dean ensures that prize papers are called for within the faculty's subject area. The Academic Council determines the prize papers to be called for. The Academic Council may delegate this authority to a committee.

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

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

(4) The publication of the call for papers will include the information that interested persons may be assigned a supervisor by contacting the contact person for the faculty in question.

Submission of prize papers

Section 4 Prize papers may be submitted by university students or university graduates from within the past three years. At the time of submission, the author may not be employed as an assistant professor, an associate professor, a professor or hold a similar position at a university.

(2) A prize 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 5 Papers may be written in Danish, Norwegian, Swedish, English, German or French. Papers in classical philology may be written in Latin. The Dean may allow the use of another language.

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

Section 6 Faculty-specific or interdisciplinary prize papers must be submitted digitally. Further information about the submission is available on the University's prize paper website.

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

(3) The paper must include a declaration giving details of the author's full name, position, address, academic degrees as well as where and when they were awarded. The author may attach this information, stating that it may only be included if the assessment committee has recommended 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 13 (2), this must be stated in the declaration.

(4) If the paper has more than one author, cf. section 4 (2), it must be stated in an attached declaration which sections each author has written.

(5) A thesis or dissertation that has previously been assessed at 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 7 Papers must be submitted before 12:00 noon on 15 January of the following calendar year, unless another deadline has been specified in the call. 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 faculty-specific paper may be assessed, even though it has been submitted at a later date. In special circumstances, the Rector may decide that an interdisciplinary paper may be assessed, even though it has been submitted at a later date.

Assessment

Section 8 For the interdisciplinary paper, the Rector appoints an assessment committee with at least two members. The number of members of the assessment committee may be increased depending on the academic content of the papers submitted. 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.

Section 9 For the faculty-specific prize papers, the faculty's Academic Council appoints 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 qualifications as stated in (1), second sentence.

Section 10 The assessment committee for the faculty-specific papers submits a written and reasoned recommendation to the Academic Council concerning the award of a gold or silver medal, or no medal award, to the individual authors. The assessment committee for the interdisciplinary papers submits a written and reasoned recommendation to the Rector concerning the award of a gold or silver medal, or no medal award, to the individual au-

thors. In the event of disagreement in an assessment committee, each member of the committee submits their individual recommendation.

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

(3) The Academic Council makes the decision in relation to the faculty-specific prize papers, and the Rector makes the decision in relation to the interdisciplinary prize papers.

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

Section 11 A gold medal is awarded when a comprehensive, independent description of the topic has been achieved, with a full understanding of the problems, 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 author as well as a very good understanding of the problems and 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 4 (2), must fulfil the requirements.

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

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

Section 12 The prize winners are presented at the University's Annual Commemoration ceremony.

Publication and archiving

13. Papers that are awarded a gold or silver medal must be made available to the general public by the university's submission of a 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 individuals, cf. section 6 (3) and section 14.

Section 14 If an author publishes a paper that has been awarded a gold or silver medal and includes details of the prize awarded, they must also state any changes and additions that have been made to the text.

Section 15 Papers received, recommendations and minutes are archived and handled in accordance with the ordinary rules for the University's archive materials.

Credit transfer

Section 16 A student who has been awarded a gold medal may transfer credit, so that the prize paper is approved as a master's thesis with the grade of 12. A silver medal paper that is submitted as a master's 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. It is also possible to submit parts of the prize paper for assessment as a thesis or term paper, cf. section 6 (5), second sentence.

(3) Decisions concerning the approval of prize papers as theses are made by a Head of Studies, subject to the condition that the topic of the thesis falls within the objectives of the University Programme Order and the curriculum for the master's degree programme in question..

Recognition of extra-curricular activities on the diploma

Section 17 A student who is awarded a gold or silver medal for a prize paper can have this activity recognised on their diploma. This requires that credit for the prize paper is not transferred to ECTS credits on the programme, and that the prize paper has been submitted within the prescribed completion time.

Section 18 These regulations enter into force on 1 November 2020.

University of Copenhagen, 30 October 2020

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Henrik C. Wegener, Rector

Guidance on prize papers

Re 2: KUUR recommends themes for the interdisciplinary prize paper to the Rector.

Re 3: 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.

Re 2 (2) and 3 (4): The supervisor's duties are limited, since the paper is to show the author's ability to work independently.

Re 3 (4): There are no limitations to the general access for thesis or PhD students to submit papers. It will be natural to appoint these students' normal supervisors to also undertake this supervision.

Re 6: 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 under section 10 (2) if the recommendation is that the person concerned is not to be awarded either a gold or silver medal.

Re 7 (1), first sentence: The call for prize papers may specify a later deadline than normal, for example if the paper requires extensive data collection.

Re 8: In the appointment of the assessment committee, the Rector includes proposals from faculties and students.

Re 10: It is possible to publish the paper before the assessment has taken place.

Re 13: If a paper cannot be made public with consideration for the privacy of test subjects, etc., publication is subject to (2).

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Ad 14: Concerns a duty to account for any changes made to the paper if it is stated that the paper has been awarded a gold or silver medal. Violation should probably be regarded as scientific dishonesty and thus subject to the applicable rules.

Ad 16: The general rules on the assessment of theses etc. apply. However, it is assumed that any general rules on maximising the number of pages do not apply in these cases.

If the paper is to be assessed as a thesis or term paper, the assessment is made by the same assessment committee. If the paper is later submitted for such an assessment, the same assessment committee may be appointed. The grading need not await the consideration of the recommendation for award of a medal.