**The Doctoral School at the Faculty of Humanities, University of Southern Denmark**

**Note regarding co-authorship in PhD theses at the Faculty of Humanities, University of Southern Denmark**

1. The question of co-authorship in regard to PhD theses is only relevant for compilation theses. Monographs, according to the Ministerial order §12, must be completed as individual, independent works.
2. A compilation thesis consists of 3-6 articles accompanied by a summary account (cf. faculty regulations, § 14). There is no requirement for the articles to have been submitted to a journal or accepted for publication at the time of submission of the thesis. According to the Ministerial order § 12, para. 4, articles that form part of a compilation thesis can be completed in collaboration with others. In such cases at least one article must be completed independently (cf. faculty regulations, § 14) and if there is more than one article with co-authors, the PhD student must be primary author of at least one of these. In addition, the summary account must be completed independently by the PhD student.
3. In cases of co-authorship a written declaration signed by all authors should accompany the compilation thesis at the time of submission with precise specification of each author’s contribution to the work (for more about co-authorship declarations, see Ministerial order §12, para. 4). The student's contribution to the thesis must be unambiguously identifiable in its entirety and allow independent assessment.
4. Formally, agreements regarding co-authorship can only be entered into at the request of the PhD student or through mutual written agreement prior to the start of the project and the grant. Prior to an agreement that has not already been entered into at the start of the project, it is, however, natural that more detailed planning of the preparation of the compilation be discussed with a supervisor and that s/he has the opportunity to offer advice and suggestions. In the case of a co-authorship, there is a presumption that there is actual collaboration within common or overlapping research interests. The co-authorship should be made clear on the PhD plan with an account of the parties’ distribution of responsibility.
5. A co-author must have active and specific involvement in the composition of the article in question, and the co-author is jointly responsible for the article in its entirety (as regards these and other criteria for (co-)authorship, see Danish Code of Conduct for Research Integrity (publ. Ministry of Higher Education and Science, November 2014), chap. 4). Being a supervisor does not in itself confer the right to be co-author on one or more of a PhD student’s articles, not even if the supervisor is head of research on an overall project, or has provided critical feedback or good ideas, arguments, suggestions for designs etc. On the other hand the PhD student is obliged to give clear indication in the thesis of all contributions and influences that have contributed to the work with it. This is done by providing precise and complete documentation in the foreword, introduction, references and/or notes.

With regard to the above points, the following must be mentioned:

1. During the course of the project PhD students have the opportunity to submit one or more addenda to the PhD plan if significant alterations appear as it develops. These addenda, which should be sent to the PhD committee with the endorsement of the supervisor and head of the institute, can, of course, also relate to changes regarding co-authorship.
2. The PhD committee has the option of giving dispensation from the faculty’s own regulations (though not from the Ministerial order), including in matters relating to the more specific rules concerning compilation theses and co-authorship – provided there exist good academic grounds for so doing.