Master Thesis Writing Guidelines

Master of Science in Comparative Public Policy and Welfare Studies

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Contact:
For questions on issues that remain unclear, please contact our Student Advisors or Romana Careja.

1 Introduction

The Master thesis is the culmination of the Master's degree program. While students will effectively start working on the Master thesis in the second half of the second year of study, the preparation for the final product should start earlier.

This package is designed to assist students to plan the work. A good way to choose a topic is to review the syllabi of core and elective courses.

Once a topic has been chosen students should contact the supervisor of their choice and check if s/he is available. Please note that there is a cap in the number of students each researcher can supervise at one time and the supervisor of first choice might not be able to respond positively to the request for supervision. In such a case, students do not necessarily have to change the idea for a topic, but only identify another researcher who may cover the selected topic. Once a supervisor has been identified and s/he has agreed to supervise, students have to **register the thesis by uploading a supervision agreement and a work plan (see below)**.

The dissertation should aim to be interdisciplinary in nature, drawing on the different fields covered during your Master's program, though more weight may be given to one or another.

The thesis must be started and handed in within the time limit laid down in the curriculum for full time study programs. For the Master of Science in Comparative Public Policy and Welfare Studies the Master thesis must be **prepared during the end of the third semester (fall semester) and written during the fourth semester of the program (spring semester)**. Online information about the Master thesis and the course descriptions will be available on the website of the master program. Please note that **the relevant course description for Master theses to be written in spring semester will be uploaded on the website during fall semester.** Please be aware that you also need to enroll the course 'master thesis' at the usual time of course enrollment in November (or May, if you write the thesis in the spring semester).

Under special circumstances, the university may grant exemption from the rule that the thesis must be the final element in the master's program.

These Guidelines

The Master Thesis is the result of independent research. This can be an extremely exciting and at the same time challenging task. These guidelines aim to provide help in the process.
The legal document underpinning the rules for the Master thesis is the course description. These guidelines anticipate some of the content of the course description and offer you more details on the procedure, but do not replace the course description.
Please note that the Master thesis course description for Spring 2018 has not been made available yet. It will be uploaded in the fall semester and information on the website will be updated in the next month or so.

Disclaimer: These guidelines contain information as it is currently available – 12.09.2017. It is very likely that new information will become available. It will be distributed as soon as possible and in good time.

Please regularly check your STUDENT EMAIL accounts.

2 Thesis

2.1 Purpose

The purpose of writing a thesis is to gain in-depth and specialist knowledge of, and insight into a particular area of welfare studies. In so doing, students are also requested to demonstrate that they can apply knowledge, insight, and skills acquired during the program. The thesis should – according to the course description - demonstrate students' ability to:

1) Independently identify a theoretical or empirical puzzle;

2) Formulate a coherent and fruitful research question (or a set of questions) within the general field of welfare studies;

3) Identify and explain the fundamental legal, social, political and/or normative issues pertaining to the chosen subject;

4) Describe, apply and discuss the appropriate legal, social, political and/or normative theories as well as methodologies that are relevant for answering the research question(s);

5) Define a research strategy and design, which (in theses with an empirical research question) includes methods of data collection and analysis;

6) Systematically analyse the chosen subject by making use of relevant data.

7) Synthesise, develop, and/or contribute to knowledge within the general field of welfare studies.

8) Critically discuss and assess the conducted research, including the research process;

9) Draw conclusions and make assessments, policy recommendations (if relevant) or suggestions for future research.

10) Report the findings in a coherent and appropriate academic form with emphasis on clarity, structure, documentation, analysis and synthesis.

In sum, the thesis shall demonstrate that the students have acquired theoretical and methodological skills enabling the independent and original formulation, analysis and presentation of academic issues relating to your chosen subject.

2.2 Form of instruction

No classes are held, but students are supervised individually by their supervisors. It is highly recommended that students attend the **thesis-writing seminar**. Students will be informed about the date of the seminar in due time. For information, see also section 2.14 Timetable.

2.3 Thesis supervision

The supervisor will offer guidance on selecting and demarcating the subject, discuss the progress, and assess the final product with the second reviewer.

Supervision may take the form of email correspondence, telephone, webcam and/or face-to-face meetings. The extent of supervision depends on individual needs. As per rules of the department the student is entitled to **5 hours** of face-to-face, verbal or electronic communication in total (that is not including the supervisor's time for preparation). If the thesis has more than one author 1½ hours will be added for each additional author. Given these time constraints students need to carefully consider how they want to make use of the supervision hours. The 5 hours of supervision which students are entitled to are calculated only after the supervision contract has been approved.

The frequency of contact with the supervisor has to be agreed with your supervisor and presented in a **work plan** that includes a minimum number of meetings and tentatively define how they will be scheduled. Such a work-plan is drafted on the basis of a template (see the Annex of this document) and agreed on by both students and supervisor and uploaded together with the **supervision contract** (see below).

Students are responsible for preparing for the meetings with the supervisor. In such meetings the supervisor may assess students' progress and provide feedback. Students can draw maximum benefit from these meeting only if they are well prepared for discussions. Students can and should prepare specific questions related to their work. In order to make the meetings worthwhile, it is also recommended that students provide the supervisor with written material prior to the meeting.

If students experience any problem with the supervisor, they are advised to discuss them directly with him/her. Should the problem persist students can address (in this order) the Study Program Coordinator, the Department's Program Coordinator or the Head of Studies.

2.3.1 Supervisor assignment

As of September 2017 students need to register information on the topic of your dissertation and your preferred supervisor by December the 2nd or June the 2nd (if for any special reason you write your dissertation in a fall semester) or. Earlier submissions are also welcome, but only students enrolled in "Master thesis" will get a supervisor assigned. See details on enrollment in section 2.13 below.

If you are to write the thesis together with a peer, the two of you need to fill in a joint form.

It is the Head of Studies who assigns supervisors based on the information you submitted about your topic and preferred supervisor. Supervision capacity is limited, though. Therefore not all wishes can be granted. The more information you provide in the digital form, the better your chances of getting the most qualified supervisor will be. It is in everybody's interest that you define your topic in a fairly precise way and include some thoughts on the contents of the thesis and the methods to be applied in the digital form. If you don't write anything, a supervisor will be assigned to you randomly.

You will get information about the supervisor assigned to you no later than June 15 (for those writing in fall semester) or **December 15 (for those writing in spring semester**). **You will get this information in an e-mail sent to your SDU student-mail**. It is your responsibility to check your email and contact the supervisor as soon as possible to prepare the supervision contract.

2.4 Page limit and group work

A thesis may be written by a group of no more than two students. If the thesis has more than one author, the students are individually responsible for an explicitly specified part of the thesis. **This means that the thesis must clearly identify which part was written by which student.** The two students share responsibility for the introduction, the summaries and the conclusion.

Maximum limit:

- Theses written by **one author** have between 60 and 80 standard pages and must not exceed 192,000 keystrokes (80 pages of 2,400 keystrokes).
- Theses written by **two authors** must not exceed 130 standard pages or 312,000 keystrokes (130 pages of 2,400 keystrokes).

A standard page includes 2,400 keystrokes, **including spaces.**

NOTE: The thesis is not allowed to exceed maximum limit. **The calculation does not include appendices, notes, table of contents, summary and bibliography**. **The number of characters must be stated on the front page of the thesis. The thesis will be rejected if this information is missing or if the allowed maximum length is exceeded.**

2.5 Language

The thesis must be written in English. If a student desires to write the thesis in Danish or one of the other Scandinavian languages, he or she must apply to the Study Board for a dispensation. **This application must be done prior to submission of the supervisory agreement in December** (for details, see sections 2.13 and 2.14 below). Students wishing to write their thesis in other language than English are strongly advised to contact their potential supervisor and/or academic coordinator of the study program before making the application.

If the thesis is written in one of the Scandinavian languages the thesis must include an English summary with an English thesis title, which is approved by the supervisor.

2.6 Layout

Students are strongly advised to follow the following layout.

Margins:
Left: 3 cm.
Right: 2cm.
Top: 2 cm.
Bottom: 1.5 cm.

Other:
Line spacing: 1.5 points
Font: Calibri or Times New Roman
Font size: 11pt. Calibri or 12pt Times New Roman
One page: 2400 keystrokes (space included)

2.7 Structure

The thesis should have the following structure

- Title Page (see format in the Annex 2)
- Declaration of Title and Authorship (see Annex 5)
- Table of content
- Table/Figure Lists
- Summary (2 pages max)
- Main text (from introduction to conclusion)
- References
- Annexes (if necessary)

2.8 Ethical concerns

If during the process you need to approach informants of any kind from the society outside the university, you should be aware that the University of Southern Denmark does not require formal (signed) informed consent forms from research informants. However, students who plan to collect their own data from informants are expected to follow the professional rules of conduct, ensuring and protecting the anonymity of their sources. It is strongly recommended that students read the **Ethical Guidelines for Empirical Research** included in the Annex 3 of this document. For convenience, the guidelines are provided both in Danish and English.

2.9 Evaluation

Each thesis will be assessed by two designated reviewers: the thesis supervisor and a second external reviewer. The second reviewer is chosen by your supervisor and the head of studies in collaboration. The second reviewer is chosen from an official list of authorized co-examiners who are not employed at or in any other way dependent of the SDU Faculty of Business and Social Sciences or any of its departments. They have academic qualifications equal to university teachers. The final assessment of the thesis will be conducted jointly by the supervisor and the second reviewer with primacy of the grading suggested by the second reviewer. Your final grade will always, therefore, be decided in consultation between the two and according to the Danish grade scale. **The external reviewer has the final say.**

The linguistic clarity of the thesis can affect the evaluation of the thesis both if it is conspicuously bad or remarkably good. If a student has a documented linguistic or physical disability the Study Board can dispensate from this provision. Students in this situation are advised to contact the Study Board in advance.

The thesis is evaluated on the 7-point grade. The official description of the meaning of the grades is as follows:

12 Excellent
For an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.

10 Very good
For a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.

7 Good
For a good performance displaying good command of the relevant material, but also some weaknesses.

4 Fair
For a fair performance displaying some command of the relevant material, but also some major weaknesses.

02 Adequate
For a performance meeting only the minimum requirements for acceptance.

00 Inadequate
For a performance which does not meet the minimum requirements for acceptance.

-3 Poor
For a performance which is unacceptable in all respects.

Each thesis is evaluated along the basic criteria for academic work. In terms of **content**, the evaluation follows the ability to review critically the literature, to formulate a research question and develop an adequate design to address it, to conduct research following the standards of the field and produce an explicit analysis – all goals stated in the course description. In terms of **format**, the evaluation focuses on writing style and use of the critical apparatus according to the standards of the field. Reviewers may also judge other aspects such as innovation, effort, idiosyncrasy, flow, misunderstandings, repetition, verbosity, well-argued opinions and so forth.

Below, we provide a brief description of what we understand as **good quality academic work**.

Research and Content

The Master Thesis is based on students' independent work. Therefore, students have to propose their own topic and develop a research question, have to develop a research design to address this question and conduct the research.

The student should be able to prove that she/he:

- knows the relevant literature in the field,
- knows the relevant theoretical framework,
- (if relevant) is able to extract working hypotheses from theories.
- understands and accurately uses the conceptual framework pertaining to the chosen topic
- understands and choses the most appropriate research design for the aim and the research question of the thesis
- chooses methods and data appropriately for the aim and the research question of the thesis.
- uses multiple sources
- draws conclusions and make assessments, policy recommendations (if relevant) or suggestions for future research

Innovativeness and ambition in the research question, design and/or analysis are highly appreciated.

Structure & Focus

The thesis should display a clear and precise development of research question, hypotheses, and main argument. Coherent, logical flow of arguments and well organized.

Critical Ability

Students should be able to

- critically examine the existing research
- be aware of the limits of their own research
- place their own study appropriately within the field
- identify and argue for the social, political and/or normative relevance of the thesis.

Style & References

The *style* should be objective and appropriate for formal published academic work.

Students are expected to accurately and consistently use of in-text references and quotation marks. Please note that missing references can be considered plagiarism and is subject to punishment. For details see below, sub-section 2.11 Plagiarism.

Recommended reference style (*Chicago style*) must be thoroughly used (in-text and reference list). See the **Annex 4 for a brief introduction to the format of Chicago Style.**

2.10 Grading

The Master's thesis will be graded by an external examiner on the 7-scale. **Grading must be finished no later than one month after submission** – i.e. no later than June 30 (for those writing in fall semester) or January 31(for those writing in fall semester). The grade will be published in the Self Service as for any other exam.

If the Master's thesis is the last exam in your study, you will receive the diploma after the grading and by ordinary mail. Each year the department celebrates the graduates of the study programs and you will be invited to participate. To be able to send you the invitation to the conferring ceremony (and any other message), you will be asked for your private e-mail-address when you will submit your thesis.

You cannot demand an explanation of your grade. However, if you request so, the supervisor can agree to give a thorough oral feed-back on strengths and weaknesses of your thesis and in that context explain the grade. Your request of feedback should be submitted directly to the supervisor no later than a month after the grading.

If your master thesis is graded as 'failed' (graded -03 or 00), then you should follow the guidelines included in the course description, in the section 'Time of examination' regarding second/third attempt.

2.11 Plagiarism

The use or copy of all or part of another person's work, or the paraphrase such work without proper acknowledgement of the source(s) through appropriate references is not permitted. Failing to properly reference previous work is considered plagiarism. In such a case the supervisor or co-examiner may decide to notify the Head of Studies about their suspicion of plagiarism. The Head of Studies can decide to inform the Vice Chancellor or the suspicion and a formal case of plagiarism may be started. Students are informed about the suspicion and asked to defend themselves. At the end the Vice Chancellor may decide to impose sanctions. For details see also the link on Examination – Good Practice.

All theses will be electronically checked for plagiarism by means of the 'Safe Assign' function on Blackboard.

NOTE: **Students may use parts of their own previous written works. This has to be properly signaled (for example, by using a footnote)**. It is highly recommended that in the Master thesis students do not simply copy-paste from their previous assignments, but rather demonstrate an improvement over previous work.

2.12 Declaration of Title and Authorship

Following the title page the thesis must include a **Declaration of Title and Authorship**. The Annex 5 of this document contains the form.
The form must be **signed in original** by the author(s) of the thesis.

2.13 Procedure and time-frame

§1. Course enrollment
Students enroll in the course "Master thesis" at the regular time for course enrollment. For those writing in the Spring semester, enrollment takes place in November. See also Section 2.14 below.

§2. Selection of topic and thesis supervisor:
You are required to contact a researcher from the Centre for Welfare Research to find a supervisor. For your help, **Annex 6 includes a list of possible supervisors and topics**. You are free to choose from the list or some other topic, according to your interest.
It is recommended that you are as clear as possible when formulating a topic. This will help with finding a supervisor. Do not hesitate to contact your instructors for advice. See also sections 2.3 and 2.3.1.

PLEASE NOTE: Desired supervisor and topic must be registered online by December 2nd. Before this deadline **you will receive information on your student email** as to where this registration must be done**.**

In order to ensure that you will have the desired supervisor and that you start the process well in time, an internal deadline valid only for our study program has been established. By end of October (see also section 2.14.1) you are expected to decide on your topic and the name of your supervisor.

§3. Registration of the supervisory agreement:
After being assigned a supervisor, students have to register online a **supervisory agreement** and attach a **work plan** (see template in Annex 1). This means that students must meet (face to face or online) the assigned supervisor and discuss the topic, a work plan and a time frame for the supervision process.

The **supervisory agreement** is to be filled in on the basis of a discussion between you and the supervisor. You need to reach agreement on a research question and a supervision plan. The demands are the following:

- The research question must be elaborated to an extent that allows the supervisor to judge if the you can fulfill the goals in the course description sufficiently.

- The supervision plan must include dates for submissions of important chapters of the thesis to your supervisor and dates and themes for supervision meetings.

When you are ready to include these elements in the digital supervision contract, then you can complete and submit the contract for approval. When you have filled in the form online, this is automatically passed on to your supervisor and to the Head of Studies for approval. Approval by the Head of the Study Board is a requirement. Entering into a supervisory agreement means you at the same time register for the examination.

The supervisory agreement is an online form, which can be found here.

Please note: The 5 hours of supervision which students are entitled to are calculated only after the supervision contract has been approved.

It is advisable that you should submit the contract in due time (i.e. well before the deadline) to leave time for remedying possible problems associated with the approval.

§4. Hand in:
The Master's thesis must be handed-in via **SDU-Assignment in Blackboard.**

The thesis must be handed in **June 1 (if you write in spring semester)** or January 2 (if you write in the fall semester). If the date is a holiday, you are to submit on the first working day after that date. Only digital submissions through SDU Assignment are accepted. Guidelines on using and submitting through SDU Assignment are available here.

Should you not be able to submit the Master's thesis in time, you will have to follow the guidelines included in the **course description, in the section 'Time of examination' regarding second or third attempt**. (see also below, §7)

On the cover page the following information is needed a) Name and date of birth; b) Name of supervisor and his/her department; c) The title of Master's Thesis; d)Number of keystrokes. **Please use the template included in the Annex 2 of this document**.

§5. Receipt for submission: When the thesis is uploaded in SDU-Assignment in Blackboard, an **automatic receipt** is generated.

§6. Lending out form

With the Master thesis, students have to hand in a Lending out of thesis form. With this form the student can choose to grant access to the thesis via the library at SDU or not. Students should print the form in advance and bring it when submitting the thesis. The form requires a stamp of the department – the stamp will be obtained at the Student Information Point. The **Lending out** form is of utmost importance especially if the thesis is written on the basis of disclosed information (e.g. when writing in collaboration with a company).

Note: Currently the Lending out form is in **hard copy**. Please see the forms in **Annex 7**. If the system will change to an online application, students will be notified in due time.

§7. Failed attempts

Once you enroll in the Master thesis course you also automatically register for the examination, and cancellation is not possible.

If you do not submit the thesis (or submits a blank thesis) by the submission deadline, you will be registered as "absent in the exam" and one examination attempt is used. A new submission deadline will automatically be set.. You have the right to submit a new electronic supervision contract which can define a new research question (within the same field as the first contract) and/or designate a new supervisor (who will in fact be a new examiner).

If you do submit the thesis but fails, you also use one examination attempt. In this case you will automatically get a new submission deadline three months after the deadline for publication of your non-pass grade. Also you have the right to submit a new electronic supervision contract including a new research question (within the same field as the first contract) and/or designate a new supervisor.

These rules apply when the deadline for submitting the first attempt has passed and for the second attempt alike. **For further details, see the Course description (please remember the course descriptions for this course are not available as of yet).**

NOTE: You should be aware that you **only** have access to supervision after your first (and second) attempt if you in fact attended the exam and **not** if you were registered as "absent in the exam".
You only have three attempts and if you fail your third attempt your enrollment in the master's program is terminated. This is also the case if you are registered as absent in the third attempt.

§8. Possibilities for exemption:
In special situations, the Study Board may dispensate from the indicated deadlines.

The deadline for submitting the master thesis may get postponed should you be hit by acute illness, experience a serious personal event that entails documented evidence that you are unable to comply with the thesis submission deadline, or should you become a parent during the supervision contract period and wish to have a parental leave. In all these instances, you must contact the study board to apply for postponement of the thesis submission deadline. This kind of extension requires an **application to the Study Board**. It is imperative that you apply in due time and always remember to attach documentation.

2.14 Timetable

According to the Study Program of the Master of Science in Comparative Public Policy and Welfare Studies, you are expected to write the master thesis in the fourth semester of your studies, spring semester. If you follow the regular schedule and are not delayed in your studies, then the GREY column in the table below applies to you. Please pay particular attention to the information in YELLOW rectangle below.

Activity	*Deadlines – thesis writing in fall semesters*	*Deadlines – thesis writing in spring semesters*
1. Info meeting on thesis start	No later than mid May. TBA	No later than mid November. TBA
2. Course enrollment – master thesis	**Usual time limit for course registration: May 20th-30th**	**Usual time limit for course registration: November 20th-30th**
3. Register idea on topic and possible supervisor	**June 2nd**	**December 2nd**
4. Joint thesis writing seminar	mid June TBA	mid December TBA
5. Final assignment of supervisors	June 15th	December 15th
6. Digital supervisor contract with research question and supervision plan must be approved	**August 15th**	**January 15th**
7. Submit master thesis	**January 2nd**	**June 1st**
8. Grading finished – available at Self Service	January 31st	June 30th

2.14.1 Internal timetable:

Due to the fact that the new rules under the Progress Reform have resulted in tightening the schedule for the fourth semester, and in order to ensure that you have a start early enough in planning and writing your thesis,

You are expected to provide a TOPIC and a preferred SUPERVISOR by OCTOBER 31st, 2017.

In making a decision, feel free to **contact the teachers** in the program and **consult the list provided in Annex 6** of this document.

It is to your advantage to submit a topic and supervisor by end of October, because you gain at least one more month in which you can start working on your thesis (read literature, finalize the research question).

3 Financial support for MA thesis field-work abroad

3.1 Internationalisation fund

Students who intend to do field-work **abroad** can apply for financial support at the *Internationalization fund.*

Students must have a supervisory contract signed, must show that the stay abroad is connected to (and relevant for) the writing of the thesis and must provide contacts abroad. The grant is not compatible with SDU's other exchange programmes or the 'Udlandsstipendieordning'.

For details, see:

- http://www.sdu.dk/en/information_til/studerende_ved_sdu/study_abroad/how+to+do+it/grants/internationalization+fund
- http://www.sdu.dk/en/information_til/studerende_ved_sdu/study_abroad.

For information on procedures, contact Student Services via SPOK, or in person, every day between 10 and 14.
Also, see:

- http://www.sdu.dk/en/information_til/studerende_ved_sdu/study_abroad/contact+and+guidance

3.2 The political science department

Students doing field-work **in Denmark or abroad** are eligible to receive up to 800DKK from the Department of Political Science.
Students have to send an e-mail explaining the reasons for the travel and a simple budget to the Head of the Study Board, Johannes Michelsen (jm@sam.sdu.dk).

Please note that the political science department grant cannot be combined with the Internationalisation fund grant. Students are advised to use the Department grant if other funding requests have been unsuccessful.

3.3 The Talented Student Grant

This grant is awarded by the Danish Center for Welfare Studies has recently launched its *Research excellence initiative*. A component of this initiative is the *Talented Student Track*. The *Talented Student Track* is a competitive grant program to fund MA-level student projects which bring a contribution to the study of the welfare state and welfare societies. Motivated and talented students enrolled in the MSc of Comparative Public Policy and Welfare Studies get the opportunity to strengthen their competences and acquire additional skills. We strongly encourage students to develop strategic plans, in which they combine internships, conferences, additional courses and their Master thesis to further their academic and professional skills.

Information about conditions and upcoming deadlines will be distributed in due time.

4 After submission

After submitting your thesis, you will receive a grade within 1 month.

If you receive a passing grade, then you are considered "graduated", and you will receive an official document confirming this. It may take up to 8 weeks until you receive the official diploma. Please note that if you graduate in summer (ie. you get your grade at the end of June), you diploma may be delivered at the end of September, because July is holiday month.

However, if you need a confirmation of the fact that you have finished your Master studies before the official diploma is delivered to you, you have two possibilities:

a. Use self-service and get a print-out of your grades. Having a passing grade for all the courses and the MA thesis can serve as confirmation that you have fulfilled all the requirements of the MA study program.
b. If you need a document with an official signature, then contact the Exam Office for procurement of an undersigned transcript of records/courses, which will serve as a preliminary certificate of finished studies until he receives the official certificate from the University.

Annexes

Annex 1

Work Plan Template*

Place/Date	
Thesis Title	
Student NAME	
Supervisor NAME	
Supervisor's holidays / absence	Discuss with the supervisor when s/he is not available
Student's holidays / absence	Announce when you are not available
Meeting schedule (tentative) and required material	e.g. Meeting 1: week 32 – abstract and table of contents Meeting 2: week 36 – Introduction and tentative Chapter 1 Meeting 3: week 44 – Chapter 1, 2 and 3 Meeting 4: week 50 – Chapter 4 and Conclusions

* Please note the right-hand column contains only examples. The online form has a space where the schedule can be uploaded/written.

Annex 2

[Title Page Template]

University of Southern Denmark
Department of Political Science and Public Management
Study Program MSc. Comparative Public Policy and Welfare Studies

[THESIS TITLE]

Thesis submitted in partial fulfilment of the requirements for the degree of Master of Science in Comparative Public Policy and Welfare Studies

Student [NAME]
Date of birth

Supervisor [NAME]
Department

Keystrokes:

[YEAR]

Annex 3

Ethical Guidelines for Research in the Social Sciences

Source: Statens Samfundsvidenskabelige Forskningsråd (SSF)/ Danish Social Science Research Council (November 2002)

Social science research aims at enhancing human knowledge of social life-conditions, contributing to forming a basis for an improvement of human conditions, or to forming a basis for a critique of the behaviour of authorities, companies and various groups. This is the point of departure for the following recommended guidelines, which lay out the ethical research frameworks or conditions under which these values can seek to be realised.

1. **The researcher must consider to what extent the actual research project is compatible with a good academic standard. The researcher must further consider whether a dependency of any kind can influence the research work, contrary to the subject-related and ethical principles.**

By 'good academic standard' and 'subject-related and ethical principles' is meant the standard or the principles that in the actual context must always be deemed to be correct.

2. It is the responsibility of the social researcher to carry out his/her research paying all due regard to the persons and population groups that are the subject of the research as well as to other groups that may be affected by the research work and its results.
The researcher must avoid causing unnecessary trouble or inconvenience or unnecessarily infringing the private lives of others.

Social research often has to seek information about matters that belong to the private sphere or are sensitive in some other way. It also seeks to shed light on value-laden and interest-oriented topics such as family life, income, work, minority and deviant groups, transactions in public assignments and private companies. Social research can thus have far-reaching importance for many people. The researcher must therefore consider eventual negative effects of the planned research and in this context bear in mind that such effects can have an impact both on the persons and groups directly concerned and on others. The researcher must further consider if the risk of damaging effects – even in cases where these may be justified by the aim of the assignment – is out of proportion with the expected benefit of the research undertaken.

The researcher must consider this both in regard to the persons included in the research project as well as others who can possibly be affected. Considerations of this kind are relevant when planning the project, when implementing it and when the results are published. If research has to do with particular population groups such as immigrants, welfare recipients, mentally afflicted people, etc., the research can reveal characteristics that could possibly lead to a lowering of their esteem in the eyes of the rest of the population. It is therefore the responsibility of the researcher, both when implementing the project and publishing its results, to show respect for other ways of life and value-related norms.

The researcher must try to implement his/her project taking into account, to the largest extent possible, the feelings and interests of those concerned and in doing so also to consider the affiliations and feelings of loyalty of individuals. Special account must be taken of persons who, for one reason or other, find it difficult to assert their own integrity.

The researcher should choose the most considerate procedures and methods for acquiring data and avoid collecting information about sensitive issues that are not motivated by the aim of the project. To promote the basic social aims mentioned at the beginning of these guidelines may necessitate setting aside considerations concerning both individuals or population groups such as companies and authorities. Any disregard must always, however, be justified in the individual case.

3. The researcher is responsible that the information collected or placed at the disposal of research does not become available to external persons in a form that enables an identification of persons who are the subject of, or who have contributed information to the research work.

The researcher must familiarise himself/herself with the prevailing regulations regarding confidentiality and those of the data protection act. Data collected for use in research may not be used for administrative decisions for the individual participant and may not be placed at the disposal of, for example, commercial exploitation. The identity of people being examined must be protected, no matter whether the collected data come from the person involved or from other sources. The obligation to protect identity applies irrespective of whether the data are stored on an electronically readable medium or other media, and no matter where the analyses have been carried out using statistical, casuistic or other methods.

The protection of the identity of those being investigated is normally ensured by the erasing of identification data in cases where the material is in the researcher's hands. In certain instances, e.g. in planned sequential investigations, it is necessary to store information about the identity of the examined individuals. It is the responsibility of the researcher to ensure that measures and security regulations are in place that prevent any intentional or unintentional breach of anonymity. This obligation applies even when no explicit promise of anonymity has been given the persons being examined.

With participant-observation and other forms of qualitative method it may be relevant to quote the persons being observed, possibly also indicating their name. The purpose of this is to give the persons concerned the right to speak for themselves. This is, of course, permissible, but only when permission has been granted in advance.

When a research project has to do with, for example, a well-known person (living or dead), a particular locality, a particular administration, a major company or organisation, etc., the identity of the subject of research may be obvious, and thereby, indirectly, the identity of, for example, the leading figures who have supplied information that only they possess may be guessed. In investigations of this nature, which constitute a large part of, for example, legal and contemporary research, the anonymity of the suppliers of information or the locality involved cannot, in the nature of things, always been ensured, although every attempt must be made to do so.

4. **It is the responsibility of the researcher to gain permission from those who are personally included in the research. Those involved must be informed that their participation is voluntary.**

The researcher must give those selected for participation in a research project an account of the aim of the investigation and of the contribution one is requesting the person in question to make, in such a way that this person can make a choice on a well-informed basis. The account should not contain elements that can obscure the contribution of the informant in clarifying the theme of the investigation.

The researcher's wish to motivate participation must not lead to pressure or exploitation of circumstances that place the person concerned in an unfree situation.

It must be made clear that participation is voluntary, and possibly that the person involved can decline to participate in specific parts of the investigation. Some people find it difficult to assert their integrity or understand what the implications of the researcher's approach might be. In such instances, the researcher may seek permission from a guardian or a closely related person or some other person it can be assumed takes care of the interests of the person concerned. If information about a person is gained from some other person, the researcher must observe the same ethical considerations as if the person being examined was supplying the information. If we are dealing with a sequential investigation, the person involved should be informed of this, and the researcher should obtain permission to gain further information later on.

In certain types of investigation, where detailed advance information will ruin the chance of attaining the aim of the research, omitting this may be considered. These types of investigation call for particular care and ethical considerations on the part of the researcher.

When the information is gained via a post questionnaire accompanied by adequate information about the investigation, the returning of a filled-in questionnaire may be considered as permission having been granted. In instances where a research project does not presuppose active participation on the part of those included in the investigation but is based on information accessible in administrative registers or collections of data established for, for example, statistical use, permission is not required as long as the anonymity of those involved is ensured.

If information is gained from authorities, the usual regulations to do with the releasing of information and material apply. An investigation of an administrative authority can take place without the permission of that authority. However, sometimes, , it is a good idea to discuss the investigation with the authority, but this is not a requirement.

5. It is on the responsibility of the researcher to make his/her research results accessible to the public and to present them in accordance with general academic principles, also to avoid making any incorrect or incomplete presentations.

When presenting his/her results, the researcher should indicate the assumptions and the documentation on which the results are based. The researcher should provide an account of the methods, materials and analyses used, in such a way that colleagues and the public at large have a sufficient foundation for a critical evaluation of the work. The researcher should also make the necessary reservations and mention possible sources of error and uncertainties. Furthermore, the researcher ought to discuss alternative interpretations of the results.

The researcher must not only publish his/her results but also make it possible for eventual critics to verify if the results are justified by the underlying informative material. This ought therefore to be retained for a reasonable period and be made accessible to academic adjudicators. Considerations that guarantee the anonymity of the informant may prevent outsiders from having contact with informants; for example, business research of internal company matters cannot be made the subject of free verification of the companies concerned. The publication of conclusions or partial results ought only take place before the investigation has been completed and made accessible in the indicated way if special circumstances happen to apply.

Vejledende Retningslinier for Forskningsetik i Samfundsvidenskaberne

Kilde: Statens Samfundsvidenskabelige Forskningsråd/ Danish Social Science Research Council (November 2002)

Samfundsvidenskabelig forskning har som mål at udvide den menneskelige erkendelse af de samfundsmæssige livsvilkår, at bidrage til at danne grundlag for en forbedring af menneskenes levekår, eller at danne grundlag for kritik af myndigheders, virksomheders og gruppers adfærd. Dette er udgangspunktet for de følgende vejledende retningslinier, som sætter de forskningsetiske rammer eller vilkår, hvorunder disse værdier kan søges realiseret.

1. Forskeren skal overveje, hvorvidt det konkreteforskningsprojekt er foreneligt med god videnskabelig standard. Forskeren skal endvidere overveje, om afhængighedsforhold af den ene eller anden art kan påvirke forskningsarbejdet i strid med faglige og etiske principper.

Med ”god videnskabelig standard” og "faglige og etiske principper" menes den standard eller de principper, som til enhver tid i den konkrete sammenhæng anses for de rette.

2. Det påhviler samfundsforskeren at udføre sin forskning under hensyntagen såvel til de personer og befolkningsgrupper, som er genstand for forskning som til andre grupper, der kan blive berørt af forskningsarbejdet og dets resultater.
Forskeren må undgå at volde unødigt besvær og ulempe eller unødigt krænke andres privatliv.

Samfundsforskningen må ofte søge oplysninger om forhold, der tilhører privatlivet eller er sensitive på anden måde. Den søger også at belyse værdiladede og interessebetonede emner som f.eks. familieliv, indtægtsforhold, arbejdsforhold, minoritets- og afvigergrupper, dispositioner i offentlige opgaver og private virksomheder mv. Samfundsforskningen kan således få vidtrækkende betydning for mange mennesker. Forskeren må derfor nøje overveje eventuelle negative virkninger af sin forskning, (sætning er slettet) og må herunder tage i betragtning, at sådanne virkninger kan ramme såvel de direkte berørte personer og grupper som andre. Forskeren må desuden overveje, om risikoen for skadevirkninger, også i de tilfælde hvor sådanne kan være legitimeret af opgavens formål, er ude af proportion med det forventede udbytte af forskningsindsatsen.

Forskeren må overveje dette forhold såvel for de personer, der er omfattet af forskningsprojektet som for andre, der kan blive berørt heraf. Overvejelser af denne art er relevante, når opgaven planlægges, når den gennemføres, og når resultaterne publiceres. Drejer forskningen sig om bestemte befolkningsgrupper som f.eks. indvandrere, bistandsmodtagere, sindslidende m.fl. kan forskningen afdække træk, som vil kunne nedsætte deres omdømme i den øvrige befolknings øjne. Det påhviler derfor forskeren både ved opgavens gennemførelse og ved publicering af resultaterne at vise respekt for andres leveformer og værdinormer.

Forskeren må søge at gennemføre sin opgave med størst muligt hensyn til de berørte personers følelser og interesser og herved også tage den enkeltes tilhørsforhold og loyalitetsfølelser i betragtning. Der må tages ganske særligt hensyn til de personer, der af den ene eller anden grund har svært ved at hævde egen integritet. Forskeren bør vælge de mest hensynsfulde fremgangsmåder og metoder til tilvejebringelse af data og undlade at indsamle oplysninger om sensitive spørgsmål, som ikke er motiveret af opgavens formål.

Fremme af de grundlæggende samfundsvidenskabelige mål, som er nævnt allerførst i disse retningslinier, kan gøre det nødvendigt at tilsidesætte hensyn til såvel personer eller befolkningsgrupper som til virksomheder og myndigheder.Tilsidesættelsen af sådanne hensyn skal imidlertid begrundes i de enkelte tilfælde.

3. Forskeren har ansvaret for, at oplysninger indsamlet eller stillet til rådighed for forskning ikke kommer til uvedkommendes kendskab i en form, som muliggør identificering af personer, der er genstand for eller har bidraget med oplysninger til forskningsarbejdet.

Forskeren må gøre sig bekendt med gældende bestemmelser om tavshedspligt og reglerne i registerlovgivningen. Data indsamlet til brug for forskning må ikke anvendes til administrative afgørelser for den enkelte deltager og må ikke stilles til rådighed for f.eks. kommerciel udnyttelse.

Undersøgelsespersonernes identitet skal beskyttes, hvad enten de indsamlede data hidrører fra den pågældende selv eller fra andre kilder. Pligten til beskyttelse gælder, hvad enten data befinder sig på elektronisk læsbart medium eller andre medier, og uanset om analyserne foretages med statistiske, kasuistiske eller andre metoder. Beskyttelse af undersøgelsespersonernes identitet kan oftest ske ved sletning af identifikationsdata, når materialet er forskeren i hænde. I nogle tilfælde, f.eks. ved planlagte forløbsundersøgelser, er det nødvendigt at bevare oplysninger om de undersøgte personers identitet. Det er forskerens ansvar, at der gennemføres foranstaltninger og sikkerhedsregler, som hindrer, at der sker tilsigtede eller utilsigtede brud på anonymiteten. Denne forpligtelse er gældende, også selv om der ikke er givet de undersøgte personer udtrykkeligt løfte om anonymitet.

Ved deltager-observation og andre former for kvalitativ metode kan der være interesse i at citere de iagttagne personer, evt. citere dem med angivelse af deres navn. Formålet hermed er at give de pågældende mennesker ordet selv. Dette kan naturligvis ske, men oplysning om navn forud-sætter samtykke.

Når en forskningsopgave vedrører f.eks. en kendt person (levende eller død), en bestemt lokalitet, en bestemt forvaltning, en større virksomhed eller organisation mv. kan forskningsgenstandens identitet være åbenbar, og dermed også indirekte identiteten af f.eks. ledende medarbejdere, som har leveret oplysninger, som kun de ligger inde med. I undersøgelser af denne art, som udgør en stor del af f.eks. den juridiske og samtidshistoriske forskning, kan oplysningsgivernes eller lokalitetens anonymitet i sagens natur ikke altid sikres, omend dette bør tilstræbes.

4. **Det påhviler forskeren at indhente samtykke fra dem, som personligt inddrages i forskningen. De pågældende skal oplyses om, at deltagelse er frivillig.**

Forskeren skal give de personer, der er udvalgt til deltagelse i en forskningsopgave en redegørelse for formålet med undersøgelsen og for det bidrag, man anmoder den pågældende om at yde, således at denne kan træffe sit valg på et informeret grundlag. Redegørelsen bør ikke indeholde elementer, der kan farve informantens bidrag til belysning af undersøgelsens tema. Forskerens ønske om at motivere for deltagelse må ikke føre til pres eller udnyttelse af omstændigheder, der stiller den pågældende i en ufri situation.

Der skal oplyses, at deltagelse er frivillig, og eventuelt at den pågældende kan undlade at deltage i specifikke dele af undersøgelsen. Nogle personer har svært ved at hævde deres integritet eller forstå, hvad forskerens henvendelse indebærer. I sådanne tilfælde må forskeren søge samtykke hos værge eller en nærtstående person eller anden person, der må antages at varetage den pågældendes interesser. Når oplysninger om en person indhentes fra en anden person, må forskeren tage de samme etiske hensyn, som hvis undersøgelsespersonen selv var oplysningsgiver. Hvis der er tale om en forløbsundersøgelse, bør de pågældende oplyses herom, og forskeren bør indhente samtykke til at henvende sig igen senere hen.

I visse typer undersøgelser, hvor udførlig forhåndsinformation vil ødelægge mulighederne for at opnå forskningsformålet, kan det dog overvejes at undlade denne. Disse typer undersøgelser kræver særlig omhygge lige etiske overvejelser af forskeren.

Når oplysninger indhentes ved postspørgeskema ledsaget af fyldestgørende information om undersøgelsen, kan returnering af et udfyldt skema betragtes som et samtykke.

I tilfælde, hvor en forskningsopgave ikke forudsætter aktiv medvirken fra de personer, der er omfattet af undersøgelsen, men bygger på oplysninger, der foreligger i administrative registre eller datasamlinger oprettet f.eks. til statistisk brug, er samtykke ikke påkrævet, når de pågældendes anonymitet er sikret.
Indhentes oplysninger fra myndigheder, gælder almindelige regler om udlevering af oplysninger og materiale. Undersøgelse af administrativ myndighed kan ske uden samtykke fra myndigheden. Det vil undertiden være en fordel at drøfte undersøgelsen med myndigheden, men det er ikke nogen nødvendighed.

5. Det påhviler forskeren at gøre sine forskningsresultater tilgængelige for offentligheden samt at fremlægge dem i overensstemmelse med almindelige videnskabelige principper og undgå fortegnede eller ufuldstændige fremstillinger

Forskeren bør ved fremlæggelse af sine resultater angive de forudsætninger og den dokumentation, resultaterne hviler på. Forskeren bør redegøre for de anvendte metoder, materialer og analyser, således at kolleger og offentligheden i øvrigt har tilstrækkeligt grundlag for kritisk vurdering af arbejdet. Forskeren bør ligeledes tage de nødvendige forbehold og redegøre for mulige fejlkilder og usikkerheder. Endvidere bør forskeren diskutere alternative fortolkninger af resultaterne.

Forskeren skal ikke blot offentliggøre sine resultater men skal også gøre det muligt for eventuelle kritikere at efterprøve, om resultaterne er begrundet i det tilgrundliggende oplysningsmateriale. Dette bør derfor bevares i rimelig tid og gøres tilgængeligt for videnskabelige bedømmere. Hensynet til informantens anonymitet kan afskære udenforstående fra kontakt med informanter, f.eks. kan erhvervsforskning af virksomhedsinterne forhold ikke gøres til genstand for fri efterkontrol i vedkommende virksomheder. Offentliggørelse af konklusioner eller delresultater bør kun, hvis der foreligger særlige omstændigheder, ske før undersøgelsen er afsluttet og tilgængelig på den anførte måde.

Annex 4

Chicago-Style Citation Quick Guide

This quick guide to the Chicago Style is available from
http://www.chicagomanualofstyle.org/tools_citationguide.html, please **press Author-Date**.

Author-Date: Sample Citations
The following examples illustrate citations using the author-date system. For more details and many more examples, see chapter 15 of *The Chicago Manual of Style*. For examples of the same citations using the notes and bibliography system, click on the Notes and Bibliography tab.

NOTE: Each example of a reference list entry is accompanied by an example of a corresponding parenthetical citation in the text.

Book

One author
Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin.
(Pollan 2006, 99–100)

Two or more authors
Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History*, 1941–1945. New York: Knopf.
(Ward and Burns 2007, 52)

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by *et al*. ("and others"):
(Barnes et al. 2010)

Editor, translator, or compiler instead of author
Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.
(Lattimore 1951, 91–92)

Editor, translator, or compiler in addition to author
García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape.
(García Márquez 1988, 242–55)

Chapter or other part of a book
Kelly, John D. 2010. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press.
(Kelly 2010, 77)

Chapter of an edited volume originally published elsewhere (as in primary sources)
Cicero, Quintus Tullius. 1986. "Handbook on Canvassing for the Consulship." In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).
(Cicero 1986, 35)

Preface, foreword, introduction, or similar part of a book
Rieger, James. 1982. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press.
(Rieger 1982, xx–xxi)

Book published electronically
If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.
Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle edition.
Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. http://press-pubs.uchicago.edu/founders/.
(Austen 2007)
(Kurland and Lerner, chap. 10, doc. 19)

Journal articles

Article in a print journal
In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.
Weinstein, Joshua I. 2009. "The Market in Plato's *Republic*." *Classical Philology* 104:439–58.
(Weinstein 2009, 440)

Article in an online journal
Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.
Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115:405–50. Accessed February 28, 2010. doi:10.1086/599247.
(Kossinets and Watts 2009, 411)

Other written sources

Article in a newspaper or popular magazine
Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . ."), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.
Mendelsohn, Daniel. 2010. "But Enough about Me." *New Yorker*, January 25.
Stolberg, Sheryl Gay, and Robert Pear. 2010. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27. Accessed February 28, 2010.
http://www.nytimes.com/2010/02/28/us/politics/28health.html.
(Mendelsohn 2010, 68)
(Stolberg and Pear 2010)

Book review
Kamp, David. 2006. "Deconstructing Dinner." Review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, April 23, Sunday Book Review.
http://www.nytimes.com/2006/04/23/books/review/23kamp.html.
(Kamp 2006)

Thesis or dissertation
Choi, Mihwa. 2008. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago.
(Choi 2008)

Paper presented at a meeting or conference
Adelman, Rachel. 2009. " 'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24.
(Adelman 2009)

Website
A citation to website content can often be limited to a mention in the text ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.
Google. 2009. "Google Privacy Policy." Last modified March 11.
http://www.google.com/intl/en/privacypolicy.html.
McDonald's Corporation. 2008. "McDonald's Happy Meal Toy Safety Facts."
Accessed July 19. http://www.mcdonalds.com/corp/about/factsheets.html.
(Google 2009)
(McDonald's 2008)

Blog entry or comment
Blog entries or comments may be cited in running text ("In a comment posted to *The Becker-Posner Blog* on February 23, 2010, . . ."), and they are commonly omitted from a reference list. If a reference list entry is needed, cite the blog post there but mention comments in the text only. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)
Posner, Richard. 2010. "Double Exports in Five Years?" *The Becker-Posner Blog*, February 21.
http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-y
ears-posner.html.
(Posner 2010)

E-mail or text message
E-mail and text messages may be cited in running text ("In a text message to the author on March 1, 2010, John Doe revealed . . ."), and they are rarely listed in a reference list. In parenthetical citations, the term *personal communication* (or *pers. comm.*) can be used.
(John Doe, e-mail message to author, February 28, 2010)
or
(John Doe, pers. comm.)

Item in a commercial database
For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest's database for dissertations and theses.
Choi, Mihwa. 2008. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago. ProQuest (AAT 3300426).

Annex 5

Academic Thesis: Declaration of Title and Authorship

Name: ____

Cpr.no.: ____

Programme: ____

declares, that this thesis and the work presented in it is my own and has been produced by me as the result of my own original research or carried out in collaboration with another student.

Title: ____

____

____

I confirm that:
1. This work is performed entirely or mainly while I was enrolled for an academic degree at the University of Southern Denmark.

2. Where any part of this thesis has previously been used in any other written work at the University of Southern Denmark or any other institution, this has been clearly stated.

3. Where I have consulted the published work of others, this is always clearly attributed.

4. Where I have quoted from the work of others, the source is always given, except my own work.

5. I have specified all major sources in connection with elaboration of this thesis.

Date: ________________ Signature: ______________________________________

Annex 6

This is a list of the researchers and instructors in our program and topics on which they can provide supervision. This list provides you with an orientation. You are not bound to these topics, and can choose other following your own interests.

Carolin Rapp

General interests touch upon the following areas of research

Attitudes towards immigrants and issues of tolerance
Political Institutions
Health Policies
Youth Unemployment
Direct Democracy

Can supervise on topics such as

- Determinants of attitudes towards immigrants
- Changes in immigration policies
- Social construction of target groups
- Health inequalities
- Welfare chauvinism
- Generational differences in work values and attitudes
- Supply and demand side of youth employment
- Effects of the welfare state/policies on political behaviour
- Changing patterns in voting and/or protest behavior
- Relative deprivation and political action
- Personality and politics
- Identity Politics

Klaus Petersen

General interests touch upon the following areas of research

Welfare State history
Nordic welfare states (all kind of topics)
Family policy
Social policy language and concepts
Transnational social policy

Melike Wulfgramm

General interests touch upon the following areas of research

Policy fields:

- Labour market policy
- Family policy
- Health policy

Outcomes:

- Subjective indicators, e.g. well-being and opinions about the welfare state
- Inequality
- Employment and unemployment
- Poverty

Countries:

- OECD, EU, especially Germany

Can supervise on topics such as

- Labour market policy and its effects on well-being, social inclusion, and/or labour market inequalities
- Social policy and the social status/stigma of people benefiting from it (welfare constituents)
- Work ethos and the social stigma attached to unemployment
- Feedback processes between social policy and social norms
- Health policy and its effects on distribution of health/treatment/examination
- Working around and beyond retirement age – determinants and consequences
- Finding new roles after retirement – voluntary work and civic engagement of retirees
- Connections between different types of inequality (e.g. economic with political)
- Rising inequality because of or despite welfare state change?
- Social investment policies: pre-distribution vs. re-distribution?
- Determinants and effects of family policy
- Family policy and work-life balance
- Policy vs. cultural norms: determinants of gender equality

Peter Starke

General interests touch upon the following areas of research

Social services (e.g. old age care, childcare)
Welfare state retrenchment
The welfare state and economic crisis
War and the welfare state
Political institutions and welfare state reform
Political parties and welfare state reform

Case studies of social policy development in New Zealand, Germany, Australia, Belgium
Welfare state convergence & divergence
Theories of policy diffusion, e.g. cross-border policy learning
(Comparative) case studies & macro-quantitative research

Can supervise on topics such as

- The politics of social services (e.g. childcare, eldercare)
- Crisis responses in social and fiscal policy
- Path dependence and path departure in social policy
- The welfare state in Australia and New Zealand
- The welfare state in Germany
- Early retirement policies
- Interest groups/lobbying in social policy
- Methods: process, tracing, small-N comparisons, mixed methods
- War and the welfare state
- Globalization and welfare state reform
- Blame avoidance and welfare state reform
- Non-state social welfare/private/nonprofit providers of social welfare
- Political parties and social policy
- Policy diffusion, transfer and learning
- Policy convergence

Pieter Vanhuysse

General interests touch upon the following areas of research

Intergenerational justice
Social investment
Aging

Can supervise on topics such as

- Intergenerational justice and public policy: comparative case studies
- Social investment policies: how much and why
- The policy drivers of social resilience
- Politics of pro-elderly bias in social policy: causes; case studies
- Causes of/Best practice cases on long termism in policymaking
- The content of skills: how to teach creativity and adaptability?
- Incorporating visions of the future into policymaking today: concepts, theories, best practices
- Causes of/Best practice cases on intergenerational sustainability in policymaking

Romana Careja

General interests touch upon the following areas of research

Immigration and integration of immigrants (all kind of topics)
Welfare chauvinism
Attitudes towards immigrants
Central and Eastern Europe
Political economy of post-communist transition
Institutional change
Gender (various topics)

Can supervise on topics such as

- Determinants of attitudes towards immigrants
- Role of NGOs in immigrants' integration
- Quality of life of immigrants
- Party politics and immigration policies
- Party politics and integration policies
- Civic participation of immigrants
- Immigration/immigrants and domestic work
- Immigration/immigrants and hospitality industry
- Attitudes of immigrants towards host country (institutions, welfare state, natives)
- Role of social partners in shaping immigration policies
- EU immigration / asylum policy
- Local authorities and management of integration programs

Vera Winter

General interests

Comparative public administration
Health care management
Public administration and public management
Public service motivation

Can supervise topics such as

* Effects of the Danish structural reform 2007 on hospitals
* Notion and effects of public service demotivation
* Public service motivation - A stable trait or a dynamic state?
* Single public management reforms and their effects
* Strategic human resource management in public organizations