

Dnr 2016/

PhD programme guidelines for the Department of Archaeology and Ancient History

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This document is a shorthand guideline for planning your PhD programme and related employment within the Department of Archaeology and Ancient History. The guidelines specified here are valid for PhD students accepted after 2015-12-31, it will be updated at the latest by 2018-12-31. The text is formulated to be as concise and approachable as possible. References are given to [Uppsala University guidelines](#), faculty guidelines ([Faculty of Arts 2015-04-14, 2015/26](#)), and national level learning outcomes and regulations as stipulated through the Higher Education Ordinance ([Högskoleförordningen](#)) when it comes to PhD programme training. The document also provides links to these resources. The document is mainly aimed towards the PhD training aspect, not the employment for internally funded PhD students. A full handbook of Uppsala University employment rules, sick-leave, maternity leave and so forth is available at [Medarbetarportalen](#). Also see [guidelines in SULF](#) about conditions and regulations of PhD student employment. Each new PhD student should be given this document by the prefect who will also introduce said student to the department and how it works.

1. Aims of the PhD programme

The broad aims of the PhD programme are regulated through the qualifications ordinance in the Higher Education Ordinance ([Högskoleförordningen](#), Annex 2 UHR).

Learning outcomes

Knowledge and understanding

· Demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowledge in a limited area of this field, and

- Demonstrate familiarity with research methodology in general and the methods of the specific field of research in particular.

Competence and skills

- Demonstrate the capacity for scholarly analysis and synthesis as well as to review and assess new and complex phenomena, issues and situations autonomously and critically
- Demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake research and other qualified tasks within predetermined time frames and to review and evaluate such work
- Demonstrate through a dissertation the ability to make a significant contribution to the formation of knowledge through his or her own research
- Demonstrate the ability in both national and international contexts to present and discuss research and research findings authoritatively in speech and writing and in dialogue with the academic community and society in general
- Demonstrate the ability to identify the need for further knowledge, and
- Demonstrate the capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity.

Judgement and approach

- Demonstrate intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics, and
- Demonstrate specialised insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used.

2. Building the research environment

We follow the guidelines of the Faculty of Arts ([Faculty of Arts 2015-04-14, 2015/26](#)) and strategy for quality (Kvalitetsstrategi för utbildning på forskarnivå 2015-2020, [Faculty of Arts 2015/27](#)) when it comes to broader building of academic skills and building of networks.

The Department of Archaeology and Ancient History has the philosophy that during the PhD programme the candidate will be encouraged and enabled to build professional academic skills, by organising seminar series, attending/arranging international and national conferences and workshops, and through teaching experience and building of pedagogic competence. The PhD student is expected to be an active member in the higher seminar by attending seminars on a regular basis and by presenting his/her thesis work to the higher seminar at least three times during the PhD programme (year 1, year 2, and year 3). The PhD student should attend the majority of the seminars when in Uppsala. These should be scheduled in the Individual study plan. The candidate's pre-opposition should be held during the last year. The PhD student should expect comments, insight and feedback from both junior and senior colleagues at the department during the seminar. PhD students are also expected to be active members in the joint faculty PhD student collegium through participation in the mandatory faculty PhD course (7.5 credit course "Professional Training in the Arts and Humanities" that starts every year in

September). PhD students are also expected to participate in the PhD training collegial activities that are planned to occur at the end of each term.

The department expects all academic staff to actively participate in the research environment. For this reason PhD students are expected to be physically present at the department (either of the two campus areas) on a regular basis, except when undertaking fieldwork or other kinds of intensive data collection away from Uppsala. If special conditions apply an agreement must be made with the main supervisor and the Head of the Department.

3. Structure of the PhD programme

Current Faculty-funded PhD students are employed for 4 years, with up to one additional year if they are to do departmental work; the form of employment is decided at the beginning of employment. PhD students with departmental work set aside up to 20% of their time (equivalent to 1 year or 1700 hours) for the department, spread out over the entire employment period. The departmental hours should be planned together with the Head of the Department and the Director of Studies and be included in the Individual study plan. The work is annually reported to the course administrator and also noted in the Individual study plan.

PhD students funded by the EU or other external funds may only have 3-4 years grant funding. The department will cover the fourth year if funding is only provided for three years.[1] In these cases, the externally funded PhD student will be offered and encouraged to take on departmental work (such as teaching, Commission of Trust, etc., see below) which will result in extended time (see below).

The PhD programmes in both Archaeology and Classical Archaeology and Ancient History include course work, amounting to 60 credits.

4. Facilities

The PhD student is provided with a workspace, usually shared with other PhD student colleagues, and also a desktop computer, necessary programmes (as floating licenses), an e-mail address, and access to the library facilities. The PhD student is expected to make the place available to other temporary visitors if they are away from their workplace for longer than 1 month during term time.

5. Employment forms

A PhD student may be employed as such for a maximum 8 years, but for no more than the equivalent of 4 years of research time. Sick leave, leave of absence, maternity/paternity leave, commissions of trust such as work for trade unions or student bodies, or departmental work does not count towards the 4 years research time. Research time includes PhD research and coursework included in the PhD education. All PhD students are formally employed with contractual salary.

PhD students may be affiliated with external grants/scholarships if the grant/scholarship provides a monthly amount equal to the net income of the starting salary of a faculty-funded PhD student. If the scholarship/grant does not cover the full 4 years of an Uppsala PhD programme the department covers the remaining year(s) by employing the doctoral student as a graduate student. This will be negotiated at the onset of the PhD programme and all PhD students (regardless of whether they are externally funded or not) are expected to have a 4 year PhD training programme.[2]

6. Grants

Each PhD student may claim up to 15 000 SEK/year. This is to support participation in conferences, fieldwork, analysis or other direct research costs related to the PhD thesis. If the PhD student has other grants or external funding they are expected to use these as a first option. If the 15 000 SEK are not used they are recirculated back into the fund to the benefit of other PhD students. The yearly funds cannot normally be saved, but PhD students can apply for additional funds, if necessary.

Announcements of grants are sent out regularly through the e-mail list. Other Uppsala University grants can be found here: <http://www.uu.se/student/stipendier/>. Each PhD student is entitled to a flat rate grant provided by the Faculty to cover the costs of the following:

- Printing of 80 (softcover) copies of the thesis.
- Language revision if the thesis is written in a language other than your mother tongue.
- Colour plates in the thesis, if they are deemed necessary. This must be discussed in advance and requires approval by the supervisor.

If additional copies are wanted the PhD student must apply for grants to cover the printing costs for these, likewise for any translation and/or layout assistance. The supervisors are expected to assist the PhD student in covering printing costs.

7. Supervision

PhD students are entitled to 136 hours/year (5-year employment) or 170 hours/year (4-year employment) in both cases amounting to 680 hours supervision in total. The PhD student should meet or update the supervisor/s once every month. Supervision time includes

supervision meetings, reading the student's dissertation manuscript, participation in seminars where the PhD student ventilates dissertation sections and other meetings related to the PhD student's work.

Supervisors are appointed by the Head of the Department or the Established Chair. Each PhD student must have at least two supervisors. The main supervisor must be a permanent member of staff in the department and have the rank of Docent or higher. The assistant supervisor must have a PhD, but does not have to be a permanent member of staff at the department.

If there is need of additional external assistant supervisors the department may agree to pay the external supervisor 8000 SEK as a one-time fee at the end of the PhD. 8000 SEK is the maximum sum, if there is more than one external supervisor the sum will have to be divided between the external supervisors. An agreement must be signed by both the department and the external supervisor using an official departmental form (Avtal om uppdrag som biträdande handledare inom forskarutbildningen Dnr 2013/33). Need for external supervision should be discussed with the main supervisor, who in turn will discuss the matter with the teachers-collegium that will evaluate the need of external assistant supervision.

The main supervisor is responsible for setting targets together with the PhD student, and monitoring the process. The main supervisor is also responsible when it comes to academic quality and has the final say as to when the thesis is ready to be assessed for the defence process. The roles of each of the supervisors should be specified and regulated in the individual study plan. PhD students are allowed to change supervisor(s) at their own request. For a more detailed list of the roles and duties of the supervisor and the PhD student see "[Riktlinjer för utbildning på forskarnivå inom historisk-filosofiska fakulteten](#)", Faculty of Arts (2015-04-14, 2015/26).

8. Individual Study Plan

At the beginning of the PhD programme an Individual Study Plan is designed together with the main supervisor, listing the PhD courses to be taken and the process of the thesis work. This document is to be used to plan the work. Together with the supervisor goals should be set and the progress assessed. The study plan must be updated in January each year. The study plan form and instructions can be found on the webpage below:

http://www.histfilfak.uu.se/medarbetare/Utbildning_forskarniva/studieplan/.

9. PhD courses

The following courses are mandatory:

For all PhD students: the Faculty course "Professional training in the arts and humanities (7.5 credits)".

In the PhD programme in Archaeology: Theory 15 credits.

In the PhD programme in Classical Archaeology and Ancient History: Theory, 7.5 credits and Classical philology, 7.5 credits.

Other courses are chosen on the basis of the needs of the PhD student. PhD students can count advanced (Master) level courses in their degree and also external courses. The list of master's courses can be found here: <http://www.uu.se/en/admissions/exchange/course/list/>. To sign up for such a course go to <https://www.universityadmissions.se/intl/start> (for English) or www.antagning.se (for Swedish). PhD students can also take a reading course in agreement with the main supervisor: a 7.5 credit reading course should include at the most 2500 pages. Other short-term PhD courses (1-2 weeks) are also available and these are usually external to the university. The Individual study plan and the courses should be discussed with the main supervisor at the beginning of the programme, so as to design a good course curriculum suited to the PhD topic and personal development. The department encourages non-Swedish PhD students to take Swedish courses.

Externally funded PhD students may be required to participate in external training. This is mandatory, for example, for those funded by an EU Marie Curie Skłodowska Innovative Training Network (ITN) grant. PhD students required to participate in mandatory external PhD courses, or those who participate in other approved doctoral training, will be awarded credits for this according to the same system of tariffs for a regular internal course on a *pro rata* basis. Thus, for example, one week of external training is equivalent to 1.5 credits, two weeks equals 3 credits, and so on.

The basic pedagogic course (Högskolepedagogisk grundkurs/Academic Teacher Training Course), 7.5 credits, is counted as course work. Each PhD student should have at least 7.5 credits of pedagogical education and also the equivalent amount of teaching experiences when finishing the PhD programme.

Up to 10 credits may be counted for higher seminar activities and other external activities; the requirement is either being responsible for organising the higher seminar (85 hours) over an academic year, or organising at least 5 longer seminars/workshops or conference sessions held either in Uppsala or externally. This course is examined by the main supervisor on submission of a reflection summarising the experiences from the seminars, all activities must also be listed. Credits for other external activities, subject to prior approval from the main supervisor, can be awarded on the following basis: presenting a conference poster 1 credit; presenting a conference/workshop/symposium paper 2 credits; organising/running a public outreach/dissemination event or publishing a popular article 2 credits; assisting with organising and running public outreach/dissemination events 1 credit per event (maximum 5 events); publishing a peer-reviewed paper (excluding those reproduced as part of the thesis) 5 credits; publishing a research report (other than self-publication whether in print or online) 3 credits; editing or co-editing a peer-reviewed journal or book, 4 credits per publication (maximum of 3).

The award of credits for other professional activities may be considered, using similar tariffs, at the discretion of your main supervisor.

10. Tasks that can be counted as departmental work

Departmental work should aim to build experience and individual merits for the PhD student and be scheduled in the individual study plan. The following tasks can count as departmental work:

- Seminar series organiser: organiser of higher seminar or other series = 85 hours/academic year
- Teaching: This includes either single lectures or course organisation, the Director of Studies is responsible for planning teaching. Teaching is planned together with the main supervisor and the Director of Studies. Each PhD student (including those on externally funded projects) should have had at least 5 weeks of teaching (including pedagogical planning and course organization) when finishing the PhD programme.
- Commissions of Trust: such as representation in the departmental or faculty board and/or other University committees can be counted as departmental work and included in the annual 20% quota, or contribute to prolongation. The department encourages PhD students to be actively involved in these commissions of trust as a way to build experience and networks.[3] The time for other commissions of trust (such as for professional bodies) not specified in this document must be negotiated with the Head of the Department.
- Supervision: Supervision at C level or assistant supervision at MA level (At MA level the main supervisor must be permanent staff).

Table 1. Departmental duties that can be counted as departmental work

	Duties	Recommended time	Hours
Higher seminar	Planning the seminar schedule together with Established Chair. Contacting lecturers Receiving lecturers Running the e-mail list Handing over to next organiser	1 st year	85 hours/academic year
Teaching	Single lectures Course coordinator A courses @ 7.5 credits B courses @ 7.5 credits C courses @ 7.5 credits Field courses	1 st year 2 nd year 3 rd year 4 th -5 th year	2 hours lecture = 8 hours 104 hours* 72 hours* 72 hours* 8 hours/day*
Supervision	BA thesis (15 credits) MA thesis (45credits)		12 hours/thesis** 36 hours/thesis**

Organiser of workshops, conferences	In applicable cases		Negotiate with Department document in study plan
Elected representative	Departmental board, other Commission of Trust for the department		10 days Departmental board Other activities, see footnote 1. If not specified negotiate with department document in study plan
Elected representative	Faculty board (15 days), Educational planning, likabehandlingsplan (5 days) etc., Union work		See footnote 1. If not specified negotiate with department, document in study plan

* The hours refer to course coordination (e.g. planning, information to students, examination) *and all* allocated teaching hours in a course. If other lecturers are teaching in the course the hours will be deducted from the total sum allocated to you as a course coordinator. Discuss this staffing of the course with the study-chancellor.

** The hours refer to total supervision, if you share supervision with another supervisor, the hours will be deducted from your allocated time (usually 50/50 if there is another supervisor).

11. When travelling as part of the PhD programme

Employees at Uppsala University are insured through [Kammarkollegiet](http://www.kammarkollegiet.se). See conditions, claims procedure and benefits of this insurance at the following link: <http://www.kammarkollegiet.se/forsakringar-och-riskhantering/resor-och-utlandsarbete/tjanstere-seforsakring>. Note that an insurance card is needed, which is issued by the personnel administrator at the department.

Expenses during fieldwork, conference participation, or study trips are claimed through the expense/travel accounts (Primula), funding for expenses exceeding the 15000kr per year (see point 6) must be negotiated with the Head of the Department in advance if not covered by an external source or project grant. In the case of the latter, approval for use of project funds for such activities must be obtained in advance from the grant holder (unless you are the grant holder).

12. Monograph or compilation thesis

The dissertation must be designed either as a monograph or as a compilation thesis, the latter consisting of several papers and a summary or overarching frame (“kappa”). In the event of

co-authorship of some or all of these papers, the PhD student's individual effort must be distinguished and tested as valid in relation to Högskoleverkets examensordning (6 § AFUU). The overarching frame ("kappa") should state how the studies together meet the qualifications, that a specific research problem (or problems) has been addressed, and stress the author's independent research role. The number of papers a compilation thesis should consist of is negotiated with the main supervisor. Normally four to five refereed papers that have either been published or accepted for publication is required. Out of these, the PhD student should be either the first author or alternatively, if alphabetical order is practiced, the corresponding author, on a minimum of three.

13. Final seminar

During the PhD programme, a final seminar must be given before the thesis defence. In the final seminar the thesis should be evaluated by an external remunerated reviewer with good knowledge of the research field. This opponent will assess the academic quality of the thesis and also make recommendations as to possible additions to the thesis, both during the final seminar and in written form. Note that the final seminar opponent cannot be used as the opponent in the final thesis defence.

The Department covers ensuing costs of the final seminar and the main supervisor is responsible for contacting a suitable opponent and making practical arrangements.

14. The thesis defence process

After the final seminar, and after the main supervisor and two additional assessors have formally agreed that the thesis is ready to be defended, the PhD student can proceed to the defence. The form of publication (particular series, defence copy or actual publication etc.) should be discussed with the main supervisor prior to the defence. Also note that all PhD student course work must be completed before the defence. The process from printing to defence normally takes 7-6 weeks and the defence date must take place before the term has ended. The thesis defence process follows these steps:

1. 1 year – 6 months before the planned defence date. Application for additional funding for printing the thesis if more than 80 copies are wanted, as well as for translation and layout if this is required. Language revision is covered by the Department if your thesis is written in a language other than your first language, or if there are special reasons. The Faculty provides funding for the thesis defence edition only. Digital publication in DiVA is optional and paid for by the department, following the instructions as specified here: <https://mp.uu.se/web/info/forska/avhandling/>. These conditions are specified by the Faculty of Arts guidelines ([Faculty of Arts 2015-04-14, 2015/26](#)). Note that language editing and translation

may take time. You are not obliged to use any particular language editor or translator but the individual must have a registered company.

2. When the main supervisor decides that the thesis is ready, he/she will give notice that the defence process can be started. A time for Disputation must be booked through the reservation system "Disputation Booking HumSam" in the Staff Portal (Medarbetarportalen), the room for Disputation is booked through the Department.

3. The main supervisor will ask two assessors to read and assess if the thesis is ready for defence. The readers should in a brief written statement make an assessment of whether the thesis is ready to be presented for public defence.

4. The main supervisor suggests an opponent and 3 committee members, the committee and the opponent is formally appointed by the Faculty Board. The main supervisor makes all the arrangements for travel and accommodation.

5. If the PhD student is doing the layout of the thesis him/herself, instructions can be found here: <https://mp.uu.se/web/info/forska/avhandling/mallar>

6. The thesis can be either in the form of a printed final copy, or a defence copy. In both cases they must have an ISBN number. Printing normally takes 3-4 weeks. The main supervisor should contact thesis production (avhandlingsproduktion) to facilitate the process; also see instructions here: <https://mp.uu.se/web/info/forska/avhandling>. The thesis must be printed in at least 80 copies, 10 of which are returned to the University Library to be announced publicly ("spikning").

7. Three weeks before the defence, the PhD student must announce the thesis publicly ("spika"). This is first done electronically, and optionally in the main university building as a second step. See instructions here: <https://mp.uu.se/web/info/forska/avhandling/spikning>. At least two weeks before the defence, the Department ensures that the thesis is distributed to every institution in the country with research and postgraduate studies in the scientific field in which the thesis is examined.

The dissertation is examined and graded Pass or Fail (Godkänd eller Underkänd).

15. Termination of the PhD student programme

If a PhD student seriously neglects his or her commitments as set out in the individual study plan, resources for PhD education can be withdrawn. Withdrawal of resources requires careful examination decisions are made by the Vice-Chancellor at the request of the Faculty Board and after a proposal by the Head of the Department. The PhD student will be kept informed during the process and will have the right to be heard before decisions are made on departmental, faculty and Principal level.

Deregistration of a PhD student is made at the student's own request. If the individual wishes to resume the PhD programme, he or she must make a new application for admission.

16. Prolongation

Prolongation is always regulated at the end of the employment and should be applied for in collaboration with the department administration when one year of the individual study plan remains. Sick leave and parental leave counts as prolongation. See regulations at <https://mp.uu.se/web/info/anstallning>.

Faculty funded PhD students have up to 20% departmental work included in the position. Representation or departmental work exceeding 20% of full time is not recommended. Externally funded PhD students are reimbursed for departmental work in the form of prolongation. Departmental work, such as teaching or Commissions of Trust within the Department, Faculty or on University boards, are to be registered yearly in the individual study plan.

17. After finishing the PhD student programme

After the thesis defence and the end of employment, the workspace and mail box can be kept for up to a month. The departmental e-mail address will be valid for a year after the employment has ended, or at least a year after your defence. Access to online library resources terminates automatically as employment ends, however an application for an extension can be sent to the Head of the Department. PhDs trained at the department are considered affiliates of the department indefinitely and can use this affiliation when applying for grants. Note that if you are applying for grants that entail co-financing, overhead costs and formal employments this must be negotiated with the Head of the Department.

After finishing it is recommend to affiliate yourself to the Junior Faculty Club
<http://www.juniorfaculty.uu.se/>

It is also recommend to list yourself in the departmental Alumni database
<http://www.arkeologi.uu.se/About+us/Alumni/Alumni+presentations/?languageId=1>

18. More information and links

Doktorandhandboken by the Swedish Council for Higher Education
(<http://www.doktorandhandboken.nu>).

Uppsala University guidelines:
http://www.uu.se/en/admissions/phd_studies/
<http://regler.uu.se/Listsida/?kategorid=139>

Faculty guidelines:

http://www.histfilfak.uu.se/digitalAssets/17/17635_RiktlinjerFU.pdf (Swedish)

http://regler.uu.se/digitalAssets/2/2523_Admissions_Ordinance.pdf

http://regler.uu.se/digitalAssets/2/2521_Regulations_regarding_studies_at_the_graduate_level_att_UU.pdf

Kvalitetsstrategi för utbildning på forskarnivå 2015-2020

http://www.arkeologi.uu.se/digitalAssets/26/26857_3kvalitetsstrategi.pdf

[1] Riktlinjer för likavillkor för antagning av doktorander med olika finansiering vid Institutionen för arkeologi och antik historia Uppsala universitet (Institutionen för arkeologi och antik historia, Uppsala universitet, Dnr 2013/45).

[2] In rare cases where an applicant has completed a large part of his/her thesis, they may be employed with shorter grant as specified in Riktlinjer för likavillkor för antagning av doktorander med olika finansiering vid Institutionen för arkeologi och antik historia Uppsala universitet (Institutionen för arkeologi och antik historia, Uppsala universitet, Dnr 2015/45).

[3] The time for different Commissions of Trust is calculated as follows: Fakultetsnämnd 15 dagar/år, Forskarutbildningsnämnd 15 dagar/år, Rekryteringsgrupp 15 dagar/år, Biblioteksnämnd 5 dagar/år, Representant i jämställdhetsgruppen 5 dagar/år, Ordinarie representant i HDR 5 dagar/år, Ledamot institutionsstyrelse 10 dagar/år, Doktorandföreningens ordförande 10 dagar/år, Doktorandföreningens sekreterare 10 dagar/år, Kassör 5 dagar/år, Övrig styrelseledamot 5 dagar/. Other hours or percentage of time in commissions of trust are stipulated by Uppsala University
<http://regler.uu.se/Detailsida/?contentId=14339&kategoriId=139>.