

Guidelines for Ph.D. Candidates to the Graduate Program in Ethnology

Length of studies

The program of doctoral studies requires four years of full-time studies corresponding to 240 credits points. This means that doctoral students must concentrate on studying full-time and effectively take advantage of the teaching that is provided. Students studying on a part-time basis will have the length of their studies extended in proportion to the diminished degree of their activity in the doctoral studies program. However, this may extend to no longer than eight years. A doctoral student may be engaged to a limited extent in tasks related to education, research and administration at the university. Such duties, before a doctorate has been conferred, may not occupy more than 20 per cent of full-time working hours for any one year. Doctoral students engaging in such activities will have the length of their studies extended to a corresponding degree.

Structure of the Program and Degrees Offered

The doctoral thesis encompasses 180 credits. Obligatory courses that are included in the graduate education are composed of an introductory course in cultural theory offered by the faculty of the humanities and theology that encompasses 7.5 credits. In addition to this the doctoral student shall complete the following courses: Cultural theory and methods part 1 (kulturvetenskaplig teori och metod del 1) worth 7.5 credits; Cultural theory and methods part 2 (kulturvetenskaplig teori och metod del 2) worth 7.5 credits; and The Scholarly discussion (det vetenskapliga samtalet) worth 4.5 credits. The latter course consists of the doctoral student presenting her/his research at at least three different conferences or seminars outside of the Department of Arts and Cultural Sciences. The advisory board recommends that this be composed of one international conference, one national conference or workshop, and one seminar presentation that occurs at another university, or that is made in another public forum in the form of a popular science presentation (populärvetenskaplig presentation). It should be noted that the doctoral student may

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deviate from this recommendation of this balance of presentation forms after consultation with the student's advisors, but the minimum requirement remains at three presentations beyond the Department of Arts and Cultural Sciences.

It is also possible to obtain a *licentiate degree*, either as a part of the doctoral degree or as a goal in and of itself. The licentiate degree consists of 120 credits, of which the academic paper corresponds to 75 credits. The remaining 45 credits may, after consultation with the supervisor, be distributed between 15 credits of methodological studies, and 30 credits of non-obligatory post-graduate studies.

The Individual syllabus

Upon entry into the Graduate Program for Ethnology, the doctoral student shall, together with her/his main supervisor, construct an individual syllabus within the first month of her/his employment.

After this, an individual syllabus (*individuell studieplan*) shall be produced *every year* for each doctoral student in consultation with the main supervisor. The individual syllabus is a document that is constructed to better ensure that the obligations and duties of the department, the doctoral student, and the supervisor(s) are upheld and met in a satisfactory manner. In this syllabus, the different elements of the program of doctoral studies shall be laid out for the coming year. The extent of supervision and its contents should be delineated here. Similarly, the individual syllabus shall also clearly indicate the amount of time the doctoral student will be spending engaged in tasks related to education, research, and administration at the university. The progress of the doctoral student's studies, as reflected in the contents of the syllabus, will be reviewed and discussed in a meeting involving the doctoral student, her/his supervisors. As part of her/his studies, the doctoral student will be offered the opportunity to pedagogic education.

If a doctoral student materially neglects his/her obligations under the individual syllabus, the advisory board has the right to decide that the doctoral student shall no longer be entitled to supervision and other resources for doctoral studies.

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The Education: The Courses and The Research Seminar Series

The doctoral student has the right to teaching in the form of seminars and taught courses. The department has the right to demand that doctoral students actively participate in the teaching that is offered. Courses are offered on a yearly basis within the national ethnology network. These are courses whose theme and orientation shift from year to year as the course moves from university to university on an annual basis. Students in ethnology in Lund are very highly recommended to participate in these courses as well as the annual “text internat” (a 2-3 day long text workshop) which the network also hosts. This “internat”, like the above mentioned course moves from one ethnological department/division to the next every year.

Research Seminars

The Division of ethnology organizes a research seminar that meets regularly every other week. The seminar provides theoretical and methodological training as well as an orientation in the ongoing discussions in fields of research relevant to Ethnology. Over the course of her/his education, *the doctoral student is expected to regularly attend and actively participate in this research seminar.* The time that is required to prepare for discussions of submitted seminar texts, and thesis chapters is understood to be an important and necessary prerequisite to the doctoral student’s active participation in the department’s research seminar. In addition to this, the doctoral student shall continuously present material, questions of enquiry, or completed sections of her/his thesis at the seminar.

If a doctoral student is unable to attend a research seminar, the seminar organizer shall be informed of this in advance.

The Examination of coursework

The examiners for courses in doctoral studies offered by the Division of Ethnology are professors or associate professors appointed by the head of the department. Questions concerning the transferring of doctoral studies’ courses from another institution of higher education are decided by the examiner.

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Supervision

The doctoral student shall be entitled to supervision during the time deemed necessary for the prescribed program of 240 credits, but for no longer than a period corresponding to four years of full-time studies. In total the doctoral student is entitled to 200 hours of supervision (including the reading and commenting upon thesis text) spread out over a period of four years of full-time studies. The main supervisor shall at least be of the rank of Associate Professor (docent). This advisor shall be appointed by the advisory board in conjunction with a doctoral student's admission to the graduate program. The doctoral student shall also have a second advisor in addition to the main advisor. As a praxis, the doctoral student is encouraged to present the department's board of doctoral supervisors with a suggestion as to whom s/he would like to have as an assistant supervisor. The choice of a secondary advisor should be made as early as possible but at the latest, in conjunction with the doctoral student's "Thesis topic presentation seminar" (see below) occurring after approximately six months of study.

Checkpoints and obligatory seminars

In order to monitor, help, and expedite the progress of all of the doctoral students in Ethnology a series of checkpoints have been organized by the department.

Thesis topic presentation: Six month checkpoint

The first such station comes in the form of a research seminar in which the doctoral student presents her/his thesis topic. This seminar should be held approximately six months after the admission of the student to the doctoral program. In the seminar the doctoral student will present an expanded and further developed version of the thesis proposal that s/he submitted in conjunction with her/his application to the graduate program. This proposal should include: a clear objective for the study; a discussion of the weaknesses, strengths, and relevance of previous research in the area of study; a clear and motivated presentation of the methods the study will utilize, and if possible a theoretically anchored analytical discussion of (some of) the research the doctoral students has achieved up to this point in time.

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Two year seminar

After the equivalent of two years of full time studies, another seminar (*mitt seminar*) will be held in which a larger text, comparable to approximately half of a thesis will be presented. A special reader/discussant will be appointed to lead the seminar. At this point in time the doctoral student should have completed a little more than half the course work credits required for the doctors degree, more than half of the empirical materials required for the writing of the thesis, and the composition of approximately 50-75 pages of text that have been commented upon and rewritten after they have been commented upon. When the approximate equivalent of this amount of work has been completed the doctoral student will be judged to have reached the level of work necessary for the salary raise that occurs with the completion of half of the work required for the doctoral thesis.

Third year seminar

The doctoral student will present her/his on-going research at a third seminar that is to take place during the third year of study. In this seminar the Ph.D. student will present and discuss a chapter from the thesis, or in the case of a compilation thesis, a journal article which is being prepared for publication.

Final seminar

A final seminar will be held approximately four to six months prior to the expected completion of the thesis. At this seminar the doctoral student will present and defend a full thesis manuscript that will be re-worked after the seminar, taking into consideration the feedback that the seminar generated. An opponent from outside of the department will be appointed to lead the seminar discussion and critically review of the manuscript. The opponent shall be given a copy of the manuscript to read and reflect upon at least three weeks prior to the final seminar. The manuscript provided to the opponent shall consist of all of the thesis' chapters including a full introduction with a clear objective, methodological discussion, theoretical framework, review of past research in the field of study. All of the analytical chapters shall appear in their entirety. The manuscript shall include a full conclusion and complete list of references.

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For more information concerning the formal rules for Graduate Studies that the faculties of the Humanities and Theology have agreed upon at Lund University, please see the following document:

http://www.ht.lu.se/fileadmin/user_upload/ht/dokument/Utbildning/doktorand/BestFoutb111130.pdf