

Department of Cultural Anthropology and Ethnology  
Uppsala University

# Handbook for PhD Studies

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## PhD Studies at the Department of Cultural Anthropology and Ethnology

This handbook complements the [Guidelines for Third-Cycle Education at the Faculty of Arts](#) that PhD students ought to read first.

The PhD studies correspond to four years' full-time study (comprises 240 higher education credits) and lead to the PhD degree. Its purpose is to stimulate the doctoral student towards a scholarly approach that involves conducting scholarly reasoning in texts as well as in joint discussions, formulating critical questions, identifying and applying methods and theories for dealing with problems and developing the individual dissertation topic.

One of the aims of PhD studies is to familiarize doctoral students with scholarly traditions and, above all, to make them develop into independent and critical researchers. During their education the doctoral students are expected to reach an in-depth level in their subject in order to arrive at the frontlines within their research area.

[The Swedish Higher Education Authority](#) is responsible for following up and examining the quality of universities and higher education.

[The Swedish Council for Higher Education](#) is the authority in charge of admissions and of communicating information about PhD studies.

The Swedish Council for Higher Education has elucidated a number of the national-level regulations for PhD studies. According to the Higher Education Ordinance, doctoral students shall be chiefly devoted to their own education and the studentship is expected to involve working full time. To these regulations are added directives and policy documents adopted by the different universities. Such local instructions appear in Vice Chancellor regulations, policy documents and in the directives of various faculties.

Read more about PhD studies from the [university](#) and [faculty](#) websites.

Also consult [the doctoral board](#) of Uppsala University and its PhD handbook.

### **1. Department organization and the introduction to the PhD program**

#### **Introduction to the department and the PhD program**

During the first weeks of their employment and during a series of four meetings, new PhD students will meet the head of the department, the director of studies, and representatives of the administrative staff. This is to introduce the new PhD students to the department and the PhD program as well as to administrative routines of the department and Uppsala University. See the appendices for information on the policies and routines of Uppsala University.

#### **Department board**

The board of the Department of Cultural Anthropology and Ethnology makes decisions on the organizing of PhD studies. Doctoral students are able to influence routines and conditions via the department board. Different personnel categories are represented on the board, including a representative elected among the doctoral students.

### **Doctoral student council**

One way of influencing the study and workplace design is to engage oneself in the doctoral student council. The council is a joint forum for the doctoral students of cultural anthropology and ethnology with special responsibility for the areas belonging to the director of PhD studies in the department, concerning e.g. issues of supervision, courses, examination, seminars, the PhD studies organization, individual study plans, etc.

### **Working committees**

The working committees work by delegation from the department board with a great deal of opportunity to look after doctoral student issues. There are at present four such committees, all of which include doctoral students.

The working committee for IT issues follows up and suggests improvements within all areas concerning ICT, computer use and electronic equipment in the department.

The working committee for the work environment takes stock of and analyzes issues related to staff health and wellbeing in the department localities.

The working committee for library issues safeguards the department's interests in all literature and library issues.

The equal terms committee looks after and pursues equal-term and equal-opportunity issues and thus plays a central role in the department's efforts to make a well-functioning workplace and study environment.

## **2. Education grant, doctoral studentship and economy**

Swedish universities offer one way of financing PhD studies, by doctoral studentships. (Further information on the two financing alternatives is found in Appendix 8.)

The department board may only admit applicants who receive a doctoral studentship. The board may also admit applicants provided that some other kind of financing can be guaranteed throughout the education period and also that the PhD studies can be completed within four years. This means that everyone admitted to such education shall be financed as from the time of admission.

Student financing is the umbrella term for all ways of financing doctoral students. Student financing comes from different sources, the most common deriving from the direct government funding channelled through the faculty (depending, e.g., on how many degrees are awarded annually). Occasionally, some doctoral students are financed via external grants coming from research councils, foundations, public organizations etc.

The terms for sick pay, parental leave, pension, etc., differ depending on whether the student receives an education grant or has obtained a doctoral studentship. See Appendix 8 for further specification of the differences between the forms of financing.

### **Study extent requirements**

Those with a PhD employment may not use more than a maximum of 20 % of the working hours for other work than their own PhD education. The basic idea is that a PhD employment should involve full-time work. At the request of a doctoral student the employment may involve part-time work, with a minimum of 50% full-time work. Decisions on part-time work are made by the head of the department.

Salaries for doctoral students are determined according to a locally agreed “ladder”. The current salary ladder can be found on the Uppsala University’s personnel department homepage or with the department personnel administrator. A basic rule is that all doctoral students receive a higher salary when at least 50% of the doctoral degree requirements have been met, by decision of the department head after consultation with the supervisor. In addition, doctoral students are entitled to a rise when meeting at least 80% of the requirements for the doctoral degree after a decision taken by the head of department in consultation with the supervisor.

### **Workplace**

Doctoral students are entitled to a workplace, complete with computer, network connection. They have also access to telephone, fax, and copy machine facilities. Doctoral students who have not finished their studies within the stipulated time are entitled to keep their workplace for another two months and, after that, a room with two open workplaces for six months. See also Appendix 6.

### **Means**

The department has allotted means for doctoral students to present their ongoing research at conferences or participating in national and international doctoral courses. Currently, the sum allotted to doctoral students amounts to 25,000 SEK for four years, of which a maximum 10 000 SEK can be used for research material (e.g. technical aids, software and literature). The remaining means may only be used for participating in international conferences by those making their own presentations, or for national or international doctoral courses. These means may be used until the public defence of the dissertation. Decisions are made by the department head on recommendation from the principal supervisor. Anything that is purchased formally belong to the department and shall therefore remain with the department after the end of employment.

The department assigns a maximum of 30,000 SEK for doctoral student fieldwork, on condition that the student has applied for but not obtained a scholarship. A list of funds previously used by doctoral students and researchers is on file with the director of studies.

Decisions regarding these means are made by the head of department after recommendation from the PhD student’s main supervisor: the main supervisor is to inform the head of department via email, with copies to personnel and finance administrators.

## **3. Admission to PhD Studies**

As mentioned above, the conditions for admission to PhD studies include that financing can be guaranteed for a period corresponding to four years’ full-time study. This means that admissions depend on the financial resources available. The following regulations apply generally, however.

PhD positions are usually announced in January or February. The exact dates are announced on the web of Uppsala University. Decisions are then made before the summer break, and students accepted to the PhD program start their employment in September the same year.

The applications of presumptive doctoral students shall include their proposed degree project, a CV and a description of the preliminary dissertation project (ca. 5-8 pages). The applications are then assessed by the supervisors and 1-2 doctoral students, who jointly rank the top candidates. The assessment of the applications is based on the quality of the degree project and the dissertation project as well as the implementability of the latter. The department's supervisor capacity is taken into consideration when assessing the implementability. Subsequently, the department board makes the admission decision.

Presumptive doctoral students can sometimes apply for scholarships or other external financing of their maintenance. Even these doctoral students are required to submit a complete application, which together with other applications.

#### **4. Syllabi and teaching**

Post graduate studies are controlled by the general syllabus and the individual study plan. The general syllabus prescribes the relation between research courses and dissertation work. In accordance with faculty regulations, the research courses are to comprise 60 credits and the dissertation work 180 credits. The aim of the research courses is to provide advanced general knowledge within the subject, while the dissertation work is to involve specialization. The general syllabi for cultural anthropology and ethnology are found in Appendices 1 and 2.

##### **Individual study plan**

The individual study plan (ISP) constitutes both a planning tool and a contract between the doctoral student, the supervisors (principal and assistant supervisors) and the department. It is updated in December and January each year. The study plan is to contain planning for the entire period of study including a more detailed planning of the following year's work. Consequently, it has to contain detailed information of what courses, field work and chapters the doctoral student has completed and is expected to complete during the year to come. The individual study plan is to be cumulative, year one to year four. The individual study plan shall also include when the doctoral student and the supervisor are to meet, when seminar presentations are to be made as well as other activities expected of supervisors and doctoral students.

Another aim behind the annual updating of the individual study plan is to check that the total education period does not exceed four years' full-time study. The intention is that the doctoral student and the supervisors make sure every year that the ambitions and the extent of the dissertation can be met within four years' full-time study. If the doctoral student and the supervisor find during the annual follow-up that the plan has not been followed, they must jointly identify and document the reasons for this. It is essential that factors affecting the dissertation work (such as parental leave or teaching) are documented in the follow-up. It is not possible to bring forward problems towards the end of the dissertation work that have arisen earlier during the education.

Further, the supervisors and the doctoral student have to document the planning of the continued work, so that the dissertation can be completed within four years. In practice, this may entail that the doctoral student and the supervisor are forced to reformulate the original dissertation plan, possibly involving the necessity to adjust its focus as well as its extent.

Those admitted to PhD studies with a doctoral studentship are exempt from the application of the Restriction of Working Hours Act and are consequently not entitled to overtime compensation. Doctoral students are individually responsible for completing the necessary work within the stipulated time, and consequently it is their decision what hours to work, keeping in mind that research studies involve full-time work.

Unless other agreements exist between supervisors and doctoral students, the assumption is that the latter are present in the department for the major part of their working hours.

The annual follow-up of the individual study plan shall be signed by the doctoral student, the principal supervisor, the assistant supervisor as well as the director of PhD studies or the department head. Doctoral students who have seriously neglected their undertakings are liable to having their financing cancelled. Such decisions are made by the faculty board on recommendation from the department head. The doctoral students are entitled to make a statement. If the department has considerably neglected its undertakings, it may result in a prolongation of the education.

The forms for the individual study plan in Swedish and in English can be downloaded [here](#).

### **Educational training and teaching**

Doctoral students in the department are entitled to undergo the university course in teaching and learning in higher education. This five-week course is not mandatory, but the department recommends all doctoral students to attend. As the course is not included in the general syllabus, the doctoral student is compensated by a prolongation of the doctoral studentship corresponding to five weeks. The department recommends everybody to undergo the educational training no later than the third year as a doctoral student.

The extent to which doctoral students are involved in teaching varies during the PhD studies. All doctoral students are entitled to some educational training. It is essential for doctoral students to discuss the planned teaching with their principal supervisor, so that the former receive the opportunity to make some progression in their teaching experience and that both the supervisor and the doctoral student can adapt their plans by the changed conditions caused by the teaching undertaking. The PhD student and the main supervisor are to work out an overall four-year plan for the PhD student's teaching, which then can be entered into the study plan, or enclosed as an attachment. For Uppsala University's teaching and learning programme, go [here](#). Also, see Appendix 4 that contains the department's guidelines and conditions for doctoral student teaching.

Doctoral students' teaching and other contributions within teaching are compensated for by prolongation in accordance with general departmental guidelines. The target is four clock hours per teaching hour; in other words, a double session corresponds to one workday in the prolongation. Completed prolongation-founded contributions are entered in the annual updating of the individual study plan. The prolongation must be approved by the supervisor, doctoral student, personnel administrator and director of studies.

## 5. Supervision and examination

PhD studies makes great demands on doctoral students' capacity for independently identifying issues, searching and compiling relevant literature and presenting their own interpretations and conclusions. Still, PhD studies do not imply that doctoral students should do everything on their own. Each doctoral student is to have at least two supervisors, one of whom is the principal supervisor. At least one of the supervisors must be a docent (associate professor) and one must have completed the university programme for research-level supervision.

Altogether, the supervision shall comprise an effort corresponding to 10% of full-time work. Expressed in hours, this means that supervision may comprise 160 clock hours per year over four years. The hours are distributed by agreement between the principal supervisor, the doctoral student and the assistant supervisor. The time set aside for supervision includes a series of tasks like planning and examining reading courses, reading and commenting on dissertation chapters, following up the individual study plan as well as general counselling. When the time for the defence of the dissertation approaches, a number of tasks are added to those of the principal supervisor and the PhD student. These tasks are specified below under the heading "From final review to public defence".

To ensure that the dissertation work functions, it is essential that the relation between doctoral student and supervisor is one of trust. This means, for example, that the doctoral students must submit their texts and that the supervisors have read these texts within the time agreed upon and prepared comments before the supervision. The doctoral student and the supervisors must continually communicate their mutual expectations.

It is important that the doctoral student brings up problems or other circumstances that affect the possibility of meeting study plan targets. After consultation and agreement with the principal supervisor, changes are subsequently made in the individual study plan to make it possible to complete the PhD studies within four years' full-time study.

It may occur that there arise problems in the relation between the doctoral student and the supervisor at some point during the dissertation work. The sooner these problems are identified the easier they are to solve. If the problems should be deemed so serious that the supervisor and the doctoral student cannot solve them on their own, they should turn to the director of PhD studies.

For the supervision to function satisfactorily, it is important that the doctoral student and the supervisor specify in the individual study plan the frequency and extent of the supervision as well as the supervisors' roles and their mutual distribution of hours. Preferably, the plan should also state how and when the follow-up and evaluation of the supervision should take place. In the ideal case, talks about how those involved perceive and wish to structure the supervision should take place at least twice a year. The distribution of supervision resources (also between the supervisors) shall be specified in the individual study plan. Note that participation in research seminars, writing workshops and other writing-related activities organised by the department is also part of the supervision.

A well-functioning and creative supervision process requires that the doctoral student should fulfil the tasks planned in the individual study plan within the stipulated time frame and that useful feedback is given by the supervisor/s, for example by careful reading of the texts and



by making constructive comments within the mutually agreed time frames. The load star of good supervision is that doctoral students should receive carefully conducted feedback as closely as possible to their own efforts.

### **Supervision after four years' full-time study**

If doctoral students do not complete their dissertation within the framework of four years' full-time study<sup>1</sup>, the board of the department, after the director of studies has consulted with the main supervisor on the matter, decides on the extent of further supervision for one semester at a time. The objective is that the supervision should correspond to 40 clock hours per year, but the extent may vary depending on assessments of the doctoral student's progression and fulfilment of the individual study plan.

### **Courses and examination**

The PhD studies consist of a course part comprising 60 ECTS points. The cultural anthropology and ethnology syllabi (see Appendices 1 and 2) state which courses are mandatory and what space is given for choosing courses offered by other departments and universities.

Some mandatory courses have set literature lists, while in others the doctoral student and the supervisor agree jointly on the literature in accordance with the extent stated.<sup>2</sup> Quite often the main supervisor also functions as the examiner who assesses the doctoral student's oral and written efforts. Usually doctoral students have written examinations, for example in the form of a paper, a memo or an essay. Sometimes the examination is both oral and written.

The supervisor shall give clear directions about how the course should be carried out and examined, its time frames and, especially, what criteria and demands apply to the doctoral student's contributions and for the assessment. The instructions and criteria should be communicated in writing by the examiner before the beginning of the course.

With regard to the choice of research courses outside their own department, doctoral students must find out about the possible choices on their own. Information on such courses often comes via supervisors and from other doctoral students, while invitations to attend such courses are usually distributed by other departments. Nevertheless, the main responsibility for keeping check on available courses rests with the individual doctoral student. In some cases courses outside the department may even replace mandatory courses, if they concern topics and fields that are similar to these.

## **6. Research seminar**

Doctoral students, researchers and teachers meet regularly at the Research Seminars in Cultural Anthropology and Ethnology. Master students are also welcome to participate. A great many seminars are devoted to discussions about doctoral students' and researchers' oral and written presentations. In addition, concepts, theories, methods, books, articles and current events are discussed, and guests are invited.

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<sup>1</sup> Four years' full-time study may in practice span a longer time period depending on the extent of doctoral students' prolongation.

<sup>2</sup> For 7.5 credits the usual target corresponds to ca. 2,000-2,500 pages depending on the nature of the literature, but it can be more (or less) depending on the character of the readings as well as of the course.

The research seminars are a central element in our common intellectual environment and part of what makes a university. The seminar often constitutes the first phase of a scholarly research review. In other words, it forms part of a continuous knowledge-creating process. For this reason, it is necessary that all colleagues and researchers, as well as teachers and doctoral students, participate actively. It is of the greatest importance that all seminar participants contribute to creating a good constructive discussion atmosphere. Those present have to observe a good conversational tone and show respect of each other's contributions and views. Everyone should be comfortable and feel encouraged to take part in the discussions.

The seminars are a central part of the department's PhD studies, supplying doctoral students with the tools for developing their own academic identity and acquiring a deep and broad academic competence including knowledge and skills that go far beyond their individual research interests. Attendance at seminars also enables doctoral students to develop their own research projects and dissertations by presenting their research plans, field work experiences and text drafts.

Doctoral students are expected to be well prepared and participate actively at a minimum of 75% of the seminars during an academic year (except for field work periods). Lower attendance is entered in the individual study plan at the annual review.

The PhD studies also include compulsory status reports involving other reviewers besides the supervisors. All doctoral students present their dissertation manuscript at a final review (see below). Within ethnology, doctoral students have previously presented parts of the dissertation manuscript at a 60% seminar, and in cultural anthropology at the so-called three-year status report.

### **60% seminar for doctoral students in ethnology**

During the fifth semester doctoral students in ethnology have a 60% seminar structured as follows. The doctoral student presents an introductory chapter and two empirical chapters of the dissertation. A preliminary table of contents is added. All parts referred to in the introduction should be included, even though some sections may be nearer to completion than others. Other requirements are that empirical chapters should contain analyses and be wholly readable so as to enable the faculty examiner and other assessors to examine and conduct a qualified discussion of the text to the benefit the doctoral student in the ensuing work. There has to be an external faculty examiner with at least a PhD and two senior assessors from the doctoral student's own department. The assessment discussion following the seminar comprises the chair of the seminar, the supervisors, the faculty examiner and the doctoral student.

### **Three-year status report for doctoral students in cultural anthropology**

In cultural anthropology a three-year status report takes place before the doctoral student's fourth year, which involves the following procedure. A supervision meeting is held with the doctoral student, all supervisors and one faculty member who has not been previously involved in the dissertation work. The third faculty reader is compensation with two teaching hours (one working day). The doctoral student presents a summary and an extensive disposition of the dissertation and the chapters that are to hand. Chapters that are yet to be written shall be outlined in the summary. A draft introduction including a clear purpose description is to be presented as well. The general purpose is to be discussed in relation to the sub-purposes of the individual chapters. The structure of the dissertation, including how

individual chapters connect to each other and the overall dissertation, is to be clearly thought-out. Other texts like field reports and course accounts (including course syllabi) are compiled and made available for the participants. If course work still remains, a plan for the completion of these courses shall be included as well. The aim of the three-year status report is to explain the direction of the dissertation as a whole and to assess what work remains with a view to supporting the doctoral student in the continued work. The assessment is entered into the individual study plan and followed up in the fourth year. The three-year status report will also form the basis of the supervisors' assessment of whether 80% education has been completed, which is required for raising the doctoral student's salary during the fourth year.

## **7. From final review to public defence**

### **Final review**

When the doctoral student and the supervisors estimate that the dissertation is approaching completion, a final version of the manuscript shall be presented at a final review. This review should take place at least six months prior to the public defence. The manuscript shall be distributed no later than three weeks beforehand. In this review the dissertation is to be scrutinized in its entirety by an invited examiner. The examiner is chosen by the principal supervisor in consultation with the assistant supervisor. It is desirable to invite researchers to the final review from the doctoral student's own area and from closely related disciplines.

The faculty examiner must not have been involved in the doctoral student's work. The examiner at the final review cannot serve as faculty examiner or on the examining board at the public defence.

As the time following the final review tends to become hectic, all course credits should be completed before a date is set for this review.

### **After the final review and the content and scope of the dissertation**

After the final review the main supervisor holds consultations with the assistant supervisor and the invited examiner. On these occasions decisions are made together with the doctoral student about what revisions should be made. The suggested parts of the manuscript are then revised, and a decision about the public defence is reached by the supervisor in consultation with the in-house faculty after ascertaining the quality of the dissertation manuscript and the fulfilment of the department criteria for the approval of a monograph doctoral dissertation. According to these criteria, it is important that the author masters the theories and methods that are applied in the dissertation. The empirical contribution must be clear and articulated: this contribution cannot be anecdotal in character but must have been collected in a systematic manner according to methods accepted by the respective discipline, that is, anthropology or ethnology. In other words, the author shall be able to show in writing that the selected theories and methods are relevant to the (empirical) questions that are investigated. The relation between theory, methods and empirical materials shall be thought-out and accounted for by way of ethnographic descriptions. The length of a dissertation is of less importance than are the structure and clarity in writing and analysis. As a rule of the thumb, a dissertation shall be some 80.000 words long. Dissertations longer than this often lose rather than gain in clarity. If a dissertation is written in the form of a collection of individual papers, these should be four to five in number and all published. An introduction that summarizes and contextualizes the project and the individual papers must also be included in the dissertation. The individual papers must all meet the qualifications ordinance of the Higher Education Ordinance. A PhD dissertation shall present in-depth knowledge of a distinctly defined research area.

After making the final adjustments of the manuscript, the supervisors and the doctoral student decide on a date for the public defence. This date should not be set before all the courses have been completed. The date of defence may later be altered as to work for faculty opponent and examining board members. At this phase, the PhD student shall also plan for proof reading and copy-editing as well as contact the Thesis Production Unit at the university. These things must be organized as early as possible.

The supervisors must be able to read the whole dissertation before it is sent for proofreading. Note that the proofreading may take several weeks. After proofreading the dissertation may be sent off to the production unit. Here is an example of how the actual production may look like (approx. 26 days incl. weekends, plus another three weeks between posting and actual defence):

Day 1 (a Monday, if the defence is planned for a Friday): Deadline for submission of complete dissertation, formatted. Within 1–2 working days the author will receive a PDF proof. The author now has the opportunity to do final changes.

Day 8: Deadline for final corrected files. The dissertation will be completed with the final corrections integrated. This is the final version of the dissertation. There is no longer any opportunities to make new corrections. If new errors are detected, these must be published in a separate errata list.

Day 10: Deadline for approval of the print-ready PDF. The approved dissertation will be sent for printing. Within 2–3 working days, the author needs to approve the printed proof. This is to detect any eventual printer's errors.

Day 24: Delivery of printed dissertation.

Day 26: Posting (see below, under Publication and distribution)

Day 26 + three weeks as an absolute minimum (a Friday): defence

The PhD student will get a detailed day-to-day plan from the Production Unit, but do observe that it takes some two months from the day the final manuscript is submitted for production, until the actual defence. Also note that the plan will follow the calendar in regards to working days and holidays.

### **Graphical profile**

Dissertations that are printed in any of the department series are designed in accordance with the graphic profile applicable at Uppsala University. The aim of the graphic profile is to clearly point out that the publication emanates from Uppsala University. Style sheets for layout and Word templates are found on the Uppsala University homepage. This also contains a valuable check list with information about printing and notification routines.

Besides the dissertation production, the actual defence must also be planned for. Below are some important steps in this planning.

### **Location of public defence**

The principal supervisor contacts the person responsible for room-booking and reserves a room in good time before the defence application has been submitted to the Faculty Board of History and Philosophy. Due to the strong recommendation that two public defences must not take place simultaneously within the faculty, the department has to book the date and hours of the event at least three months beforehand. To secure a booking in the online defence calendar is the responsibility of the PhD student, go [here](#).

For more information, see [here](#) (in Swedish only). For English, go [here](#).

### **Appointing chair, examining committee and faculty examiner**

One of the department's faculty members will act as chair at the public defence. It is preferred that the chair is not one of the candidate's supervisors.

The faculty examiner is appointed by proposal from the principal supervisor after the latter having procured views from the supervisor group. The faculty examiner must not have a position the Faculty of History and Philosophy at Uppsala University. The person who is appointed faculty examiner must not have been involved in the coming into being of the dissertation.

The members of the examining committee are proposed by the principal supervisor after hearing the supervisor group. The composition of the committee shall reflect both an intra- and an inter-disciplinary approach. The examining committee shall consist of three members, one of whom is appointed chair by the others. The members of the committee should be professors or docents (associate professors). Only one member (but not necessarily any member) may come from the doctoral student's own department.

It is desirable that the composition of the examining committee is such that two of the members represent the doctoral student's own subject. One member must be from another faculty at Uppsala University or from another university. Both sexes shall be represented on the committee. The person who has acted as reviewer at the final review in the research seminar should not be asked to sit on the examining committee.

### **Application for public defence**

When the time for the public defence, faculty opponent and examining board member have been decided upon an application for the defence is made. This can be done only when all course work has been completed and registered.

The application is submitted by the main supervisor to the secretariat of the Faculty of History and Philosophy as early as possible, using a specific application form. If the application or does not follow the applicable public defence guidelines, the case may be referred back to the principal supervisor.

At the same time the principal supervisor submits a proposal for the chair of the public defence, the faculty examiner and the examining committee, as well as date and hours for the defence act. The proposal is submitted to the faculty board. The dean is given delegated authority by the faculty board to make decisions about date, faculty examiner, examining committee and chair of the defence act.

The public defence shall take place during a semester period and follow the directives applicable at Uppsala University and within the faculty.

### **Publication and distribution**

A sufficient number of copies of the doctoral dissertation for a satisfactory examination of the dissertation at the public defence shall be available at the university library for at least three semester weeks before the defence act. The dissertation shall also be distributed to every department in the country with research and PhD studies within the subject field of the

dissertation in order to make it available there at least two weeks before the defence act. Do check with the in-house series editors for details including mailing lists for the department's individual book/dissertation series.

See Appendix 5 for the department's publishing policy.

### **Announcement of time and place for the public defence**

The time and place for the public defence shall be announced by (compulsory) electronic notification and (eligible) traditional notification in the university building at least three weeks before the defence act.

Notifications may only take place during semester periods, i.e., September 1 – January 18 and January 19 – June 7 (in leap years June 5). As the notification must be made at least three semester weeks before the public defence day, public defences that are due in one of the first three weeks of the autumn semester must be notified at the end of the spring semester.

### **Press release**

The university information office is an important resource for spreading knowledge about the dissertation. For this reason doctoral students who are about to defend their dissertation are to write a brief and easily comprehensible summary of the dissertation and its primary results. The text is to be submitted to the information office no later than one week before the defence act. The information office may then offer it to journalists who approach the office with questions about a current dissertation.

### **Cancelled public defence act**

If, already during the preparation work, the faculty examiner or a member of the examining committee finds deficiencies in the dissertation of such a nature that there is a risk that the dissertation may not be approved, the dean and the chair of the public defence must be informed as soon as possible and in good time before the defence act. It is the principal supervisor's responsibility to inform the faculty examiner about this.

### **The public defence**

The public defence act is conducted by the chair with the whole examining committee present. The defence procedure is as follows:

- The act commences by the chair introducing the author and the title of the dissertation, the research topic, the faculty examiner and the members of the examining committee.
- The chair opens the defence act.
- The chair gives the floor to the author, who is given the opportunity to inform about revisions and alterations (*errata*).
- The faculty examiner briefly presents the dissertation and the author comments on whether the contents have been correctly interpreted.
- After this begins the actual examination. Its form and extent may vary, but it should involve a detailed critical examination of the scholarly results of the present dissertation. The examination should take the form of a dialogue between examiner and author, with the examiner offering criticism of the dissertation and the author responding to the criticism. The examination concludes by the faculty examiner giving an overall assessment of the dissertation. The faculty examiner does not, however, make any statement about the grading of the dissertation.

- When the faculty examiner has concluded the examination, the chair gives the floor to the audience, so that all who wish, in the order determined by the chair, may pose their views on the dissertation (opposition *ex auditorio*). The author shall respond to the views presented. When no further statements are requested, the chair concludes the defence act.

There is no maximum time for a defence act. It is, however, desirable if the faculty examiner can indicate to the supervisor beforehand how long the examination is expected to take.

### **The examining committee meeting**

When the examining committee begins its discussion immediately after the defence act, a chair has to be appointed within the committee. All members must be present for the committee to constitute a quorum. The person appointed chair of the examining committee is responsible for informing the author of the dissertation about the committee's decision.

The chair of the defence act, the faculty examiner and two supervisors have the right to participate in the meeting of the examining committee but not to take part in the decision-making.

### **Dissertation grading**

A dissertation shall be given either a Fail or a Pass grade. At the grading, consideration shall be taken to the dissertation contents as well as to its defence. The opinion shared by the committee's majority shall be the committee's decision. If the decision is to fail the dissertation, the examining committee determines whether the motivation shall be included in the minutes. Any committee member who wishes to make a reservation against the majority decision may have the deviating opinion entered in the minutes or any other document recording the decision, except for the degree certificate. If comments emerge during the defence act which are of such an extraordinary nature that the examining committee finds it necessary to conduct special investigations or controls, the committee may adjourn its meeting.

After concluding the examining committee meeting, the vice-chancellor shall be notified of the dissertation grade. This is done by sending the minutes of the examining committee meeting signed by the chair of the committee to the faculty board of history and philosophy. The chair at the defence act is responsible for making this notification.

### **Degree**

Even though all courses and the public defence have been completed, the doctoral degree is not officially awarded until it has been confirmed by the Graduation Office. Nobody is entitled to work as a PhD without the degree. Hence, to be awarded the degree after the defence act has been completed, the Graduation Office should be approached as soon as possible.

### **Conferment**

Every year in January and at the end of the spring semester the university arranges a ceremony for conferring degrees. At these conferment ceremonies jubilee doctors (persons being awarded their doctorates 50 years earlier), doctors honoris causa (persons who have made excellent contributions to research or who have been of special importance to the subject), and those who have recently been awarded a doctoral degree. For the last-mentioned category, the conferment ceremony may be looked upon as the conclusion of their education.

The requirements for taking part in the conferment ceremony are that the public defence as well as the entire education has been approved. The diploma handed over by the conferrer does not replace the degree certificate. Information is generally given in good time to those who have recently performed their public defence act, and the application is usually made at the beginning of December or May.



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APPENDIX 2: GENERAL SYLLABUS ETHNOLOGY

APPENDIX 3: INDIVIDUAL STUDY PLAN

APPENDIX 4: GUIDELINE FOR DOCTORAL STUDENTS' TEACHING

APPENDIX 5: PUBLISHING POLICY

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# General Study Syllabus in Cultural Anthropology

Established by the Board of the Faculty of Arts on 25 May 2021

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# General Study Syllabus for Third-Cycle (Doctoral) Education in Cultural Anthropology

## Decision

This syllabus was established by the Board of the Faculty of Arts on 25 May 2021, and takes effect on 01 July 2021.

In case of any inconsistency between this document and the Swedish version, the Swedish version takes precedence.

## 1. Intended learning outcomes and frame of reference for third-cycle (doctoral) education

According to the Qualifications Ordinance, Annex 2 to the Higher Education Ordinance (HEO), for the Degree of Doctor the doctoral candidate must:

- demonstrate broad knowledge and systematic understanding of Cultural Anthropology as well as advanced and up-to-date specialised knowledge in a limited area within Cultural Anthropology
- demonstrate familiarity with research methodology in general and the methods of Cultural Anthropology in particular
- 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 their 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
- 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
- demonstrate intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics
- 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.

These goals are met through course work, dissertation work, active participation in seminars, participation with the wider academic community through e.g. publications, conference

presentations and through continuously keeping up-to-date with current research in (sub) fields of Cultural Anthropology relevant for the dissertation.

## 2. Admission Requirements and Eligibility

To be admitted to studies at the graduate level, applicants must be generally eligible and meet any special requirements for eligibility laid down by the faculty board, and be judged to possess the general capabilities needed for the successful completion of the studies (cf. HEO Ch. 7 Sec. 35, AFUU Sec. 2, RUF Sec. 4, SFS 2010: 1064).

### 2.1 General eligibility requirements

Applicants fulfil the requirements for general eligibility for doctoral programmes if they have second-cycle qualification, completed at least 240 academic credits' worth of courses, with at least 60 academic credits from second-cycle education, or acquired the equivalent knowledge in some other manner either in Sweden or abroad. The faculty board may grant an exemption from the general eligibility requirements for an individual applicant if there are special reasons to do so (cf. HEO Ch. 7 Sec. 39, AFUU Sec. 2).

### 2.2 Special eligibility requirements

In addition to the general eligibility requirements stated above, applicants must also have completed a second-cycle degree in Cultural Anthropology or equivalent. Applicants who have acquired the equivalent knowledge either in Sweden or abroad also fulfil the special eligibility requirements (cf. HEO Ch. 7 Sec. 40).

## 3. Admission and Selection Procedure

### 3.1 Information and advertising of posts

Notice of the opportunity to apply for admission to doctoral education must be available locally and on the University website ([www.uu.se](http://www.uu.se)) at least three weeks prior to the deadline for applications. Moreover, the department website must contain information about how admissions are carried out, what documents must be appended to applications for admission, how the programme is organised, and what forms of funding are available to the applicant.

### 3.2 Admission

Admission to third-cycle education and the allocation of financial support must be performed openly and in competition. Applications for admission must be submitted electronically through the university website.

Only fully-funded applicants may be admitted to the graduate programmes. Funding normally takes the form of employment as doctoral student. However, the faculty board may admit applicants who have some other form of financing for their studies if the board deems that this funding can be guaranteed during the entire time of study, and that the applicants can devote enough time to their studies to allow them to complete a licentiate within four years and a doctorate within eight years (cf. Ch. 7 Sec. 36 HEO, SFS 2006: 1053).

The Board of the Faculty of Arts has delegated to the Head of The Department of Cultural Anthropology & Ethnology to admit applicants to faculty-funded third-cycle education leading to a doctorate, in consultation with the department's college of supervisors and its board. Applicants

whose funding comes from other means (e.g. externally funded projects, scholarships, etc.) are admitted by the Faculty Board (cf. HISTFILFAK 2020/39).

### **3.3 The selection procedure**

Selection among applicants who fulfil the requirements is done based on their ability to benefit from the programme.

The ability to complete PhD studies will be fundamental for the selection of the applicants. The applicant's previous performance will be taken into account in the selection process. A preliminary outline of the PhD-dissertation must be submitted. Additional information on eligibility will also be obtained through personal interviews with the candidates. A combination of the applicant's integrity, critical approach and ability to pursue independently research will be taken into account. The applicant's ability to express himself or herself clearly and correct will be considered meritorious. These qualifications are presumed to be well documented in the thesis at C-level and advanced levels. The amount of time used by the applicants to complete their undergraduate studies will also be taken into consideration in the selection process. This basis for assessment must however take into consideration the applicant's social conditions, such as parental leave, sick leave etc.

The availability of supervision in certain areas of study may be taken into consideration.

The fact that an applicant is considered able to transfer credits from prior courses and study programmes or for professional or vocational experience may not alone give the applicant priority over other applicants. (cf. Ch. 7 Sec. 41 HEO).

Uppsala University places great value on the qualities that a diverse and gender-balanced staff brings. We encourage diversity in terms of e.g. gender, ethnicity, abilities and life experience.

## **4. The Contents and Organisation of the Programme**

### **4.1 The organisation of the programme**

Third-cycle education leads to either a doctorate or a licentiate degree. The programme comprises 240 academic credits for a doctorate, and 120 academic credits for a licentiate degree. Third-cycle students admitted to a program leading to a doctorate may, if they so wish, submit their work for a licentiate degree as a first step on their way towards a doctorate.

In exceptional cases and at the Faculty Board's discretion, applicants may apply to be admitted to third-cycle education comprising 120 academic credits and concluding with a licentiate degree. Admission to third-cycle education leading to a licentiate degree is granted by the Faculty Board.

Third-cycle education in Cultural Anthropology leading to a doctorate is equivalent to four years full-time study and comprises course work worth a total of 60 academic credits and a doctorate thesis corresponding to 180 academic credits.

Third-cycle education in Cultural Anthropology leading to a licentiate degree is equivalent to two years full-time study and comprises course work worth a total of 30 academic credits and a doctorate thesis corresponding to 90 academic credits.

Data that will form the basis for a licentiate thesis can be obtained from individual fieldwork, archives or by literature studies, or by combination of these collection methods. Data collection for the PhD-degree will normally be carried out by participating observation and interviews during an extensive fieldwork (normally 8–12 months).

## 4.2 Supervision

At least two supervisors are assigned to each doctoral student, one of which bears the primary responsibility for the student's studies, including dissertation work, and one of which serves as assistant supervisor. Supervisors are appointed by the Head of Department. One of the supervisors must be a permanent employee at the department. All supervisors must have a doctorate degree or equivalent. At least one of the supervisors must have achieved the rank of associate professor ('docent') or higher (cf. UFV 2006/1135, AFUU Sec. 1). Additional supervisors can be appointed if there are reasons for doing so. Main supervisors must undergo complementary training for supervisors before the end of their first year of supervision. The same is recommended for assistant supervisors. Supervisors are responsible for ensuring that the doctoral student's research is carried out in accordance with good research ethics and scientific probity.

The doctoral candidate is entitled to supervision for four years, provided that the Vice-Chancellor, in accordance with HEO, Ch. 6 Sec. 30, does not decide differently. Doctoral students have the right to ask for and be assigned a new supervisor. (cf. SFS 2010: 1064, HEO Ch. 6, Sec. 28).

The extent and character of the supervision are regulated in the faculty guidelines and are subject to continuous revision in the individual study plan (see further section 4.3 below).

## 4.3 Individual study plan

The individual study plan is regulated in HEO, Ch. 6, Sec. 29, and is described further in RUF, Sec. 5.

An individual study plan must be drawn up for each doctoral student. On delegation from the faculty board, the Head of Department approves these study plans after consultation with the doctoral student and their supervisors. A copy of the individual study plans is sent to the faculty office for review and follow-up.

The individual study plan must specify the intended degree. It must also contain a timetable for the doctoral student's studies; the funding plan for the entire effective period of study; planned courses, teaching, teacher training and/or other departmental work; information about how the supervision is organised; a description of the undertakings made by the doctoral student and the faculty board (or the department on delegation from the faculty board) for the duration of the graduate programme; as well as whatever else is necessary for the education to proceed efficiently during the duration of the programme.

The individual study plan must also describe how supervision and other parts of the education will ensure that the doctoral student develops the ability to take responsibility for good research ethics and scientific probity being followed in their research.

The individual study plan is to be reviewed at least once a year by the doctoral student and their supervisors. The total period of employment may be extended only if there are special grounds for this. Such grounds may comprise leave of absence because of illness, leave of absence for service in the defence forces or an elected position in a trade union or student organisation, or parental leave. The doctoral student, main supervisor and Head of Department must affirm in writing that they have been informed about the contents of the individual study plan and any changes made within it (cf. SFS 2010: 1064, HEO Ch. 6, Sec. 29).

The form for the individual study plan can be downloaded from the faculty website. For more information regarding how the individual study plan is to be followed up, please consult the *Guidelines for Third-Cycle Education at the Faculty of Arts*, HISTFILFAK 2020/73.

## 5. Courses

The graduate programme in Cultural Anthropology comprises course work worth 60 academic credits.

1. Obligatory faculty course “Professional Training in the Arts and Humanities” (7.5 academic credits)

Course 1 is given in English and taught by faculty professors and guest lecturers. The focus of the course is professional training for research within the disciplinary domain of the arts and humanities. Normally, doctoral students take the course during their first year on the programme.

2. Anthropology’s Classics and History of Ideas (15 academic credits)
3. Contemporary Anthropological Theory (15 academic credits)
4. Anthropological Methods (15 academic credits)
5. Regional and Thematic Specialization (7.5 academic credits)

Course cycle: The supervisors and PhD students plan together in what order and in which manner courses 2–5 are completed.

Doctoral students with teaching duties should take an academic teacher training course. This could either be counted towards the doctoral student’s course work, or be a part of their department duties.

### 5.1 Examination

Every course within a doctoral programme is examined orally or through a written test or assignment. Each instance of assessment is awarded a grade of Pass or Fail. The grade is assigned by an examiner appointed by a senior faculty administrator. The examiner must have obtained the rank of associate professor (docent) or higher.

### 5.2 Credit transfer

Doctoral students can read courses at another institution of higher education and may in some cases, if the supervisors agree, have all or some of the credits from these courses transferred to the doctoral programme.

Applicants to the doctoral programme with an MA degree or a level of education that surpasses the general and special eligibility requirements can apply for credit transfer from courses they have taken previously. Such a credit transfer may not be used as grounds for demanding the doctoral student to complete their studies in a shorter time.

## 6. Dissertation and Defence

### 6.1 Dissertation

A doctoral dissertation can take the form either of a monograph, i.e. an integrated, coherent scientific study of some length, or of a compilation thesis comprising scientific articles (normally at least four) which the doctoral student has written on their own or together with someone else. Treatises and articles written by several individuals may be counted toward the doctorate only if it is possible to distinguish the work of the doctoral student so that it may be tried against the Qualifications Ordinance (AFUU Sec. 6). A compilation thesis should contain introductory or summary chapters, which summarise the results of the appended papers, make it clear how the different studies taken



together fulfil the goals set by the Qualifications Ordinance and that they have treated a coherent research problem. They should also clarify the contribution by the doctoral student in these studies.

When appropriate, the above also applies to licentiate theses.

The thesis must be examined by an external examiner at a final seminar well before the thesis defence.

## 6.2 Public defence

The public defence is regulated in HEO, Ch. 6, AFUU, Sec. 7 and RUF, Sec. 11.

The doctoral thesis is to be presented and defended orally at a public defence. The time and place for the defence is set by the Dean of the faculty, with the proviso that the defence should take place during semesters or during the summer recess, with the exception of the period between 15 June and 15 August.

Doctoral candidates are responsible for booking the defence venue themselves, in consultation with the department and their supervisors.

The defence must to be announced at least three weeks ahead of time through digital publication of the submission notice. A shorter period of availability may be granted by the Dean of the faculty, but only in extraordinary circumstances (cf. UFV 2009/199, RUF Sec. 9). The period between 15 June and 15 August may not be included in the period of availability. Submission notices must be published digitally. For compilation theses, the summary chapters must also be published digitally.

The thesis must be available in the University library for at least three weeks before the public defence in a way that allows for a satisfactory review of the dissertation before the defence (cf. *Guidelines for Third-Cycle Education at the Faculty of Arts*, HISTFILFAK 2020/73). Moreover, the department is responsible for distributing the thesis to the supervisors, the examining committee, the chairperson at the defence, and the external reviewer. The publishing, printing and distribution of the thesis must be carried out in such a way that the study time is not prolonged.

The public defence is headed by a chairperson. There is to be an external reviewer (opponent) present at the defence. The Dean of the faculty appoints the chair, external reviewer and examining committee upon submission of the application form, which can be downloaded from the faculty website. The application form is to be filled in electronically (not by hand) and must be signed by the Director of Third-Cycle Education before submission.

Each doctoral thesis is graded by an examining committee, who are appointed specifically for each thesis. The examining committee must consist of three or five members. In cases where the committee consists of three members, a reserve member must also be appointed. All members of the committee should have attained the rank of associate professor ('docent') or higher. Exception from the requirement to have attained this rank can be granted by the dean upon request from the department. At least one of the committee members must be from another higher education institute. The majority of the committee members must be from outside the department to which the doctoral student belongs. The members of the examining committee must represent different genders. The committee members select a chair among themselves. The external reviewer has the right to be present at the meeting of the examining committee and to participate in its discussions, but must not be present for decisions. The same applies to the supervisors and chairperson at the defence. The examining committee is in quorum when all members are present.

A doctoral thesis is graded as either Pass or Fail. When grading, the committee should take the content of the thesis into consideration as well as the defence. The opinion on which the majority

agrees is to constitute the committee's decision. The committee is to determine whether to give reasons for the decision and whether any dissenting opinions are to be reported (RUF Sec. 11).

All course work must be completed and graded before the public defence, unless there are specific reasons to disregard this criterion. Applications for exemption from this rule can be submitted to the Dean of the faculty together with the application for appointing an examining committee.

### **6.3. Licentiate seminar**

Decisions regarding the format of licentiate seminars are delegated to the Head of Department. The licentiate thesis is appropriately presented and defended orally at a public seminar. It is graded as either Pass or Fail. When deciding on the grade, the examiners should take both the content of the thesis and the defence into consideration. The Head of Department is responsible for appointing an external reviewer (opponent) and an examining committee/special examiner. The time and place of the seminar is determined by the Head of Department.

The licentiate thesis must be made available at the department at least three weeks before the seminar. Information about the thesis should be published at the department for a corresponding amount of time, and be made known nationally to other departments in the same subject. The department is responsible for archiving one copy of the thesis according to current archival principles.

All course work must be completed and graded before the public defence, unless there are specific reasons to disregard this criterion.

## **7. Degree**

The degree of Doctor of Cultural Anthropology is awarded upon the doctoral candidate having completed third-cycle education corresponding to 240 academic credits within the subject of Cultural Anthropology and received a passing grade on the examinations pertaining to said education, as well as having written and successfully defended a doctoral thesis which, having been scrutinised by the examination board, has received a passing grade.

The degree of Licentiate of Cultural Anthropology is awarded upon the doctoral candidate having completed third-cycle education corresponding to 120 academic credits within the subject of Cultural Anthropology and received a passing grade on the examinations pertaining to said education, as well as having written and successfully defended a licentiate thesis which, having been scrutinised by the examiner, has received a passing grade.

Doctorate candidates may apply for degree certificates by filling in the application form provided by the Student Affairs and Academic Registry Division.

## **8. Adoption and Transitional Regulations**

This syllabus takes effect on 25 May 2021 and has been revised according to superordinate regulations on 30 June 2021. Doctoral students who were admitted to the programme before this date can choose whether to continue to follow the previous syllabus or move over to the present syllabus.

## **9. Additional Regulations and Guidelines**

Current statutory regulations and existing guidelines regarding third-cycle education can be found in:

- The Higher Education Ordinance, Ch. 5 (Employment of doctoral students), Ch.6 (Courses and study programmes), and Ch. 7 (Admission to courses and study programmes).

- Admissions Ordinance for Studies at the Graduate Level Uppsala University (AFUU), UFV 2012/2057.
- Regulations regarding Studies at the Graduate Level at Uppsala University (RUF), UFV 2019/641.
- Guidelines for Third-Cycle Education at the Faculty of Arts, HISTFILFAK 2020/73.



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THE BOARD OF THE FACULTY OF ARTS

# General Study Syllabus in Ethnology

Established by the Board of the Faculty of Arts on 25 May 2021

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## Decision

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## 1. Intended learning outcomes and frame of reference for third-cycle (doctoral) education

According to the Qualifications Ordinance, Annex 2 to the Higher Education Ordinance (HEO), for the Degree of Doctor the doctoral candidate must:

- demonstrate broad knowledge and systematic understanding of Ethnology as well as advanced and up-to-date specialised knowledge in a limited area within Ethnology
- demonstrate familiarity with research methodology in general and the methods of Ethnology in particular
- 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
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- 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
- demonstrate intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics
- 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.

These goals are met through course work, dissertation work, active participation in seminars, participation with the wider academic community through e.g. publications, conference presentations and through continuously keeping up-to-date with current research in (sub) fields of Ethnology relevant for the dissertation.

## 2. Admission Requirements and Eligibility

To be admitted to studies at the graduate level, applicants must be generally eligible and meet any special requirements for eligibility laid down by the faculty board, and be judged to possess the general capabilities needed for the successful completion of the studies (cf. HEO Ch. 7 Sec. 35, AFUU Sec. 2, RUF Sec. 4, SFS 2010: 1064).

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In addition to the general eligibility requirements stated above, applicants must also have completed a second-cycle degree in Ethnology or equivalent. Applicants who have acquired the equivalent knowledge either in Sweden or abroad also fulfil the special eligibility requirements (cf. HEO Ch. 7 Sec. 40).

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## 4. The Contents and Organisation of the Programme

### 4.1 The organisation of the programme

Third-cycle education leads to either a doctorate or a licentiate degree. The programme comprises 240 academic credits for a doctorate, and 120 academic credits for a licentiate degree. Third-cycle students admitted to a program leading to a doctorate may, if they so wish, submit their work for a licentiate degree as a first step on their way towards a doctorate.

In exceptional cases and at the Faculty Board's discretion, applicants may apply to be admitted to third-cycle education comprising 120 academic credits and concluding with a licentiate degree. Admission to third-cycle education leading to a licentiate degree is granted by the Faculty Board.

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Data that will form the basis for a licentiate thesis can be obtained from individual fieldwork, archives or by literature studies, or by combination of these collection methods. Data collection for the PhD-degree will normally be carried out by participating observation and interviews during an extensive fieldwork and/or archival studies (normally 8–12 months).

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At least two supervisors are assigned to each doctoral student, one of which bears the primary responsibility for the student's studies, including dissertation work, and one of which serves as



assistant supervisor. Supervisors are appointed by the Head of Department. One of the supervisors must be a permanent employee at the department. All supervisors must have a doctorate degree or equivalent. At least one of the supervisors must have achieved the rank of associate professor ('docent') or higher (cf. UFV 2006/1135, AFUU Sec. 1). Additional supervisors can be appointed if there are reasons for doing so. Main supervisors must undergo complementary training for supervisors before the end of their first year of supervision. The same is recommended for assistant supervisors. Supervisors are responsible for ensuring that the doctoral student's research is carried out in accordance with good research ethics and scientific probity.

The doctoral candidate is entitled to supervision for four years, provided that the Vice-Chancellor, in accordance with HEO, Ch. 6 Sec. 30, does not decide differently. Doctoral students have the right to ask for and be assigned a new supervisor. (cf. SFS 2010: 1064, HEO Ch. 6, Sec. 28).

The extent and character of the supervision are regulated in the faculty guidelines and are subject to continuous revision in the individual study plan (see further section 4.3 below).

### **4.3 Individual study plan**

The individual study plan is regulated in HEO, Ch. 6, Sec. 29, and is described further in RUF, Sec. 5.

An individual study plan must be drawn up for each doctoral student. On delegation from the faculty board, the Head of Department approves these study plans after consultation with the doctoral student and their supervisors. A copy of the individual study plans is sent to the faculty office for review and follow-up.

The individual study plan must specify the intended degree. It must also contain a timetable for the doctoral student's studies; the funding plan for the entire effective period of study; planned courses, teaching, teacher training and/or other departmental work; information about how the supervision is organised; a description of the undertakings made by the doctoral student and the faculty board (or the department on delegation from the faculty board) for the duration of the graduate programme; as well as whatever else is necessary for the education to proceed efficiently during the duration of the programme.

The individual study plan must also describe how supervision and other parts of the education will ensure that the doctoral student develops the ability to take responsibility for good research ethics and scientific probity being followed in their research.

The individual study plan is to be reviewed at least once a year by the doctoral student and their supervisors. The total period of employment may be extended only if there are special grounds for this. Such grounds may comprise leave of absence because of illness, leave of absence for service in the defence forces or an elected position in a trade union or student organisation, or parental leave. The doctoral student, main supervisor and Head of Department must affirm in writing that they have been informed about the contents of the individual study plan and any changes made within it (cf. SFS 2010: 1064, HEO Ch. 6, Sec. 29).

The form for the individual study plan can be downloaded from the faculty website. For more information regarding how the individual study plan is to be followed up, please consult the *Guidelines for Third-Cycle Education at the Faculty of Arts*, HISTFILFAK 2020/73.

## **5. Courses**

The graduate programme in Ethnology comprises course work worth 60 academic credits. There are six obligatory courses of 7.5 credits each: the faculty course "Professional Training in the Arts and

Humanities” and five courses within Ethnology. Students may use the remaining 15 credits for elective courses.

1. Obligatory faculty course “Professional Training in the Arts and Humanities” (7.5 academic credits)

The course is given in English and taught by faculty professors and guest lecturers. The focus of the course is professional training for research within the disciplinary domain of the arts and humanities. The course also includes elements on good research ethics and scientific probity. Normally, doctoral students take the course during their first year on the programme.

2. Orientation in the dissertation field, thematic specialisation (7.5 academic credits)
3. International foundations of culture research and social sciences (7.5 academic credits)
4. Foundations and consolidation of Nordic Ethnology and Folkloristics; theory, method and field (7.5 academic credits)
5. Ethnology, Folkloristics and Culture Sociology: International Overview (7.5 academic credits)
6. Theory, method and field in contemporary Nordic Ethnology and Folkloristics (7.5 academic credits)
7. Other courses (15 academic credits)

The PhD students plan their course work together with their supervisors. Courses and dissertation work normally run parallel during the first years. The PhD student should start their own research at an early stage of the programme. The dissertation work is regularly reported at the Department’s research seminar. Supervisors are to communicate regularly with their PhD students about their progress.

The courses under seven give the PhD the opportunity to broaden their perspectives, but also to go further in depth in relevant areas.

PhD students with teaching duties should take an academic teacher training course. This could either be counted towards the doctoral student’s course work, or be a part of their department duties.

## 5.1 Examination

Every course within a doctoral programme is examined orally or through a written test or assignment. Each instance of assessment is awarded a grade of Pass or Fail. The grade is assigned by an examiner appointed by a senior faculty administrator. The examiner must have obtained the rank of associate professor (docent) or higher.

## 5.2 Credit transfer

Doctoral students can read courses at another institution of higher education and may in some cases, if the supervisors agree, have all or some of the credits from these courses transferred to the doctoral programme.

Applicants to the doctoral programme with an MA degree or a level of education that surpasses the general and special eligibility requirements can apply for credit transfer from courses they have taken previously. Such a credit transfer may not be used as grounds for demanding the doctoral student to complete their studies in a shorter time.

## 6. Dissertation and Defence

### 6.1 Dissertation

A doctoral dissertation can take the form either of a monograph, i.e. an integrated, coherent scientific study of some length, or of a compilation thesis comprising scientific articles (normally at least four) which the doctoral student has written on their own or together with someone else. Treatises and articles written by several individuals may be counted toward the doctorate only if it is possible to distinguish the work of the doctoral student so that it may be tried against the Qualifications Ordinance (AFUU Sec. 6). A compilation thesis should contain introductory or summary chapters, which summarise the results of the appended papers, make it clear how the different studies taken together fulfil the goals set by the Qualifications Ordinance and that they have treated a coherent research problem. They should also clarify the contribution by the doctoral student in these studies.

When appropriate, the above also applies to licentiate theses.

The thesis must be examined by an external examiner at a final seminar well before the thesis defence.

### 6.2 Public defence

The public defence is regulated in HEO, Ch. 6, AFUU, Sec. 7 and RUF, Sec. 11.

The doctoral thesis is to be presented and defended orally at a public defence. The time and place for the defence is set by the Dean of the faculty, with the proviso that the defence should take place during semesters or during the summer recess, with the exception of the period between 15 June and 15 August.

Doctoral candidates are responsible for booking the defence venue themselves, in consultation with the department and their supervisors.

The defence must to be announced at least three weeks ahead of time through digital publication of the submission notice. A shorter period of availability may be granted by the Dean of the faculty, but only in extraordinary circumstances (cf. UFV 2009/199, RUF Sec. 9). The period between 15 June and 15 August may not be included in the period of availability. Submission notices must be published digitally. For compilation theses, the summary chapters must also be published digitally.

The thesis must be available in the University library for at least three weeks before the public defence in a way that allows for a satisfactory review of the dissertation before the defence (cf. *Guidelines for Third-Cycle Education at the Faculty of Arts*, HISTFILFAK 2020/73). Moreover, the department is responsible for distributing the thesis to the supervisors, the examining committee, the chairperson at the defence, and the external reviewer. The publishing, printing and distribution of the thesis must be carried out in such a way that the study time is not prolonged.

The public defence is headed by a chairperson. There is to be an external reviewer (opponent) present at the defence. The Dean of the faculty appoints the chair, external reviewer and examining committee upon submission of the application form, which can be downloaded from the faculty website. The application form is to be filled in electronically (not by hand) and must be signed by the Director of Third-Cycle Education before submission.

Each doctoral thesis is graded by an examining committee, who are appointed specifically for each thesis. The examining committee must consist of three or five members. In cases where the committee consists of three members, a reserve member must also be appointed. All members of the committee should have attained the rank of associate professor ('docent') or higher. Exception from the requirement to have attained this rank can be granted by the dean upon request from the

department. At least one of the committee members must be from another higher education institute. The majority of the committee members must be from outside the department to which the doctoral student belongs. The members of the examining committee must represent different genders. The committee members select a chair among themselves. The external reviewer has the right to be present at the meeting of the examining committee and to participate in its discussions, but must not be present for decisions. The same applies to the supervisors and chairperson at the defence. The examining committee is in quorum when all members are present.

A doctoral thesis is graded as either Pass or Fail. When grading, the committee should take the content of the thesis into consideration as well as the defence. The opinion on which the majority agrees is to constitute the committee's decision. The committee is to determine whether to give reasons for the decision and whether any dissenting opinions are to be reported (RUF Sec. 11).

All course work must be completed and graded before the public defence, unless there are specific reasons to disregard this criterion. Applications for exemption from this rule can be submitted to the Dean of the faculty together with the application for appointing an examining committee.

### **6.3. Licentiate seminar**

Decisions regarding the format of licentiate seminars are delegated to the Head of Department. The licentiate thesis is appropriately presented and defended orally at a public seminar. It is graded as either Pass or Fail. When deciding on the grade, the examiners should take both the content of the thesis and the defence into consideration. The Head of Department is responsible for appointing an external reviewer (opponent) and an examining committee/special examiner. The time and place of the seminar is determined by the Head of Department.

The licentiate thesis must be made available at the department at least three weeks before the seminar. Information about the thesis should be published at the department for a corresponding amount of time, and be made known nationally to other departments in the same subject. The department is responsible for archiving one copy of the thesis according to current archival principles.

All course work must be completed and graded before the public defence, unless there are specific reasons to disregard this criterion.

## **7. Degree**

The degree of Doctor of Ethnology is awarded upon the doctoral candidate having completed third-cycle education corresponding to 240 academic credits within the subject of Ethnology and received a passing grade on the examinations pertaining to said education, as well as having written and successfully defended a doctoral thesis which, having been scrutinised by the examination board, has received a passing grade.

The degree of Licentiate of Ethnology is awarded upon the doctoral candidate having completed third-cycle education corresponding to 120 academic credits within the subject of Ethnology and received a passing grade on the examinations pertaining to said education, as well as having written and successfully defended a licentiate thesis which, having been scrutinised by the examiner, has received a passing grade.

Doctorate candidates may apply for degree certificates by filling in the application form provided by the Student Affairs and Academic Registry Division.

## 8. Adoption and Transitional Regulations

This syllabus takes effect on 25 May 2021 and has been revised according to superordinate regulations on 30 June 2021. Doctoral students who were admitted to the programme before this date can choose whether to continue to follow the previous syllabus or move over to the present syllabus.

## 9. Additional Regulations and Guidelines

Current statutory regulations and existing guidelines regarding third-cycle education can be found in:

- The Higher Education Ordinance, Ch. 5 (Employment of doctoral students), Ch.6 (Courses and study programmes), and Ch. 7 (Admission to courses and study programmes).
- Admissions Ordinance for Studies at the Graduate Level Uppsala University (AFUU), UFV 2012/2057.
- Regulations regarding Studies at the Graduate Level at Uppsala University (RUF), UFV 2019/641.
- Guidelines for Third-Cycle Education at the Faculty of Arts, HISTFILFAK 2020/73.

### **APPENDIX 3: INDIVIDUAL STUDY PLAN**

Digital version: <https://mp.uu.se/web/info/forska/forskarutbildning/humsam/histfil-io2t9zng/forska/forskarutbildning/humsam/histfil/studieplan>

("Individuell studieplan, blankett")

## **APPENDIX 4: Guideline for doctoral students' teaching**

Department of Cultural Anthropology and Ethnology, Uppsala University  
Revised Nov 20, 2019.

### **The aims of the teaching**

Doctoral students in cultural anthropology and ethnology at Uppsala University shall be encouraged to develop their ability to teach, supervise and lead seminars. For the department, teaching by doctoral students is a resource and a vitalizing element. The students are able to meet several anthropology and ethnology researchers, in addition to the regularly employed teachers and thus make contacts with several current research areas. Habitual routines and course literature receive the necessary elucidation. The subject's need of competent teacher resources is met within the department.

For the doctoral students, teaching is to be an element in research education which will raise their competence for three main reasons.

1. *The teaching is to contribute to developing pedagogical skills and providing the opportunity to obtain teaching experience and qualifications.* The teaching shall contribute to increase the ability to teach subjects both within and beyond the doctoral students' own specialization. The ability to use different methods in teaching within different fields is often viewed as qualifying for employment. Hence, the doctoral student should be given the opportunity to acquire a broad pedagogical experience from different course levels and of a variety of activities, such as lectures, leading seminars, supervision, evaluation and course development. Those who wish to teach shall draw up a plan together with the principal supervisor and the director of studies of first-cycle education for how to successively adopt the role of a teacher.
2. *The teaching shall contribute to developing the doctoral students' own research.* Teaching entails challenges such as being obliged to keep up to date about the state of art of research and to acquire a deeper knowledge of the theories, concepts and scholarly practices that are to be communicated. Even though the teaching primarily aims at a broad teaching competence, it is also preferable that it involves areas that the doctoral students master or wish to go into more deeply.
3. *The teaching shall be of help to identify competence areas.* Teaching at the first-cycle level usually helps teachers to become aware of and to formulate their own knowledge and skills.

### **Routines for doctoral students' teaching**

Long-term plans for the teaching shall be made in consultation with the principal supervisor and the director of studies of the relevant subject. It is desirable that doctoral students practise as lecturer (gör lektorspraktik) but accept rather fewer other teaching tasks during their first year, in order to gather experience as a preparation for the basic course in teaching and learning, which the students are recommended to attend at an early stage. The course leads to prolongation but gives no credits within research education. One suitable way for doctoral students of getting into the teacher role may be to start by sitting in at lectures, leading seminars and supervising essays in order to successively increase their competence to give regular lectures in courses in close cooperation with experienced teachers. During the PhD student's first semester a plan should be drawn up including the extent and direction of the teaching throughout the doctoral studentship period. The plan is reviewed every year on the basis of an evaluation of the teaching done and a detailed plan of the pedagogical duties for the forthcoming year. The principal supervisor decides for each semester to what extent the doctoral student is able to teach (the average maximum being 20% per year).

The PhD students who are to teach are offered preparatory teaching guidance from the lecturer(-s) responsible of the course as well as from the director(-s) of studies. To practise as lecturer and other teaching done by doctoral students are always compensated in the form of prolongation. The prolongation is documented in the individual study plan.

Departmental routines:

When the student is admitted to the PhD program,

1. The Head of Department and the Director of Studies 3rd Cycle inform the main supervisors of new PhD students about teaching as part of the PhD program.
2. New PhD student are invited to an initial meeting with their supervisors and the Directors of studies, 1st, 2nd, and 3rd Cycles, when preliminary plans for teaching and how/when to practise as lecturer are made.

Continuously,

3. The PhD students, the main supervisor and the Director of Studies 3rd Cycle ensure that the plans are followed and revised if needed, and that lecturer practising is carried out.
4. The Directors of Studies, 1st and 2nd Cycles, organise the PhD students' regular teaching assignments. They meet once a semester with the PhD students. During these meetings, the PhD students' requests to teach and the department's upcoming needs for teaching resources are communicated. The Directors of Studies 1st and 2nd Cycles coordinate with the Director of Studies 3rd Cycle and the PhD supervisors.

5. The Directors of Studies, 1st and 2nd Cycles, regularly send out inquiries to all doctoral students about their teaching requests, short-term and long-term assignments (with cc the Directors of Studies, 3rd Cycle).

### **To Practise as lecturer**

A PhD student ought to practise as lecturer at least once during his or her PhD studies. To practise is to follow the department's guideline for doctoral students' teaching. A PhD student is to practise before he or she can be offered any substantial teaching assignments. A PhD student who has not practised may still be offered sporadic teaching assignments.

In practising as lecturer within a 7.5 credit course (5 weeks), a PhD student shall:



1. In partnership with the course's main lecturer, plan the course, the schedule, the course compendium, instructions for seminars, examinations and other tasks to be assigned to the students.
2. Attend all lectures.
3. Plan and hold 1-2 lectures of his/her own.
4. Organise and lead seminars.
5. In partnership with the course's main lecturer, assess and provide feedback on the students' oral and written reports.

A PhD student shall not:

1. Examine the students.
2. Do the lectures and seminars on their own.
3. Hold course responsibility.

In practising as lecturer, a PhD student is given 10 days of prolongation.

The main lecturer, holding course responsibility, shall:

1. Act as mentor to the PhD student, and offer constructive and continuous feedback on his or her teaching. Attend the lectures of the PhD student and take part in the planning and carrying out of seminars.
2. When the course has been finalised, write a certificate that outlines indisputably the tasks carried out by the PhD student, such those listed above.

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The guidelines are revised annually and ratified by the department board after consulting the teacher and supervisor groups and the doctoral student council.

*Ratified by the Board of the Department of Cultural Anthropology and Ethnology on Nov 20, 2019*

See also the Uppsala University educational program:

[https://regler.uu.se/digitalAssets/14/c\\_14251-l\\_1-k\\_pedagogiskt-program-engelska.pdf](https://regler.uu.se/digitalAssets/14/c_14251-l_1-k_pedagogiskt-program-engelska.pdf)

## **APPENDIX 5: Publishing policy**

### **UPPSALA UNIVERSITY Department of Cultural Anthropology and Ethnology**

#### **Dissertation duplication**

According to the guidelines of the faculty board (HISTFILFAK 2015/26, revised 2018-05-15) and the department's own policy, the following recommendations are made:

#### Printing the dissertation

The dissertation has to be available in print or full text online at least three weeks before the public defence. Printing dissertations is the responsibility of the department.

#### Number of copies

Dissertations within the department are printed in 100 copies (recommendation). The amount is broken down as follows:

- 10 mandatory copies by determination of the faculty board
- 10 copies being the property of the author
- 80 copies for distribution within the department and other sister departments within the country (as well as abroad). This also including a few copies to be made available during the defence act.

It is also recommended, that the dissertation is published in DiVA, full text.

In addition to the required number of copies, the author may make an additional order, which is billed to the author.

If the dissertation is published as part of any of the department's series, see below.

#### Economy

The author and the principal supervisor jointly decide the forms of publishing and/or printing, and how to finance the production of the printed/published dissertation. The faculty board sets aside a set sum, decided by its annual operational plan as an allowance to cover expenses in relation to the defense (40,000 SEK, 2019). This allowance does not cover any proof reading. It is the author's responsibility apply for external grants if the production costs are not covered by the means allotted. This is to be planned well in advance, with the assistance of the main supervisor. If no funding is granted from external sources, the department will still cover the costs for proof reading etc. as long as the author can show that funds have been applied for.

#### Publishing dissertations in departmental series

Printing the dissertation does not automatically lead to its publication. Doctoral students who wish to defend a dissertation published within one of the departmental series have to turn to the editor of the series, who decides whether the dissertation can be approved for inclusion in

the series. To publish in a departmental series involves for the author to apply for the external means required to pay for the printing, on top of the allotment from the faculty board. The editor of the series provides information about number of copies, format and contractual circumstances, as well as the possibilities of obtaining a printing allowance. It is recommended that the application process should be initiated in good time before the planned public defence. A quotation for printing and language checking is submitted to the economy administrator before submitting an allowance application. All approved external means shall be reported to the economy administrator and the series editor, as well as application rejections.

### **Other routines**

An approval in writing by the principal supervisor is required to certify that the manuscript is ready for printing. Such approval is required for all forms of dissertation printing. The written approval and the decision about being accepted for printing in a series have to be submitted to the editor of the series, who is also responsible for assigning an ISBN number for the work/dissertation.

Revised spring 2019, approved by the board on April 23, 2019. This document was presented during a meeting with the department board on March, 23, 2009. It replaces the board decision from December 15, 2008, about Publishing Policy for Dissertations.

## **APPENDIX 6: Doctoral workplace**

Updated: Jan 2019 (SF, MU)

According to the guidelines, all full-time doctoral students are entitled to their own workplace with a computer and access to a Skype (business).

Doctoral students who have not defended their dissertation within the study financing framework of the study may retain their previous workplace for another three months.

Doctoral students whose public defence has not taken place after these three months have access to an open workplace on condition that there is a vacant room. Access to an open place is determined by the department head.

Doctoral students who do not make use of their workplace, for instance due to fieldwork for an extended period (a least 3 months) have to inform the head of department, who has the right to use the place for another employee during the doctoral student's absence.

## **APPENDIX 7: Access cards, keys, e-mail, etc.**

Updated: Jan 2019 (SF, MU)

### *E-mail addresses*

After an employment comprising at least 3 years ceases, those who wish may keep their e-mail address up to 6 months.

Those awarded a PhD may keep their e-mail address up to 1 year after the public defence act, on condition that it takes place within 5 years after admission (net time). If the defence takes place during the sixth year, this counts as the last e-mail year.

In order to retain the e-mail address according to the above directives, it is necessary to inform the personnel administrator.

If the doctoral student is inactive (0% activity) for more than 1 year, the e-mail address ceases to apply after that year.

Hourly-paid employees are entitled to an e-mail address during the semester/s their employment lasts.

### *Business cards for doctoral students*

Doctoral students are entitled to have one set of 100 business cards printed at the department's expense, on one occasion during their financed study period. A further compensation for costs is given for special reasons only.

### *Passes and keys*

Workroom keys are returned to the personnel administrator when moving out. The personnel administrator is subsequently responsible for furthering the keys to the Campus Management.

Passes are also returned at the same time to the personnel administrator. Exceptions can be made, by written application, for doctoral students who, when moving out, have not yet defended their dissertation.

### *Post-office box*

When an employment ceases there is no longer any access to a post-office box. After this, any incoming mail is forwarded to the home address.

## **APPENDIX 8: Doctoral studentship**

### **DOCTORAL STUDENTSHIP**

Or assistant employment related to an education grant

For more detailed information see the Staff Portal or contact your department HR person.

#### *Employment terms*

Chapter 5 of the Higher Education Ordinance includes the following provisions:

- A person may be appointed to a doctoral studentship for a total of eight years. The total employment period may, however, not exceed the time corresponding to a full-time doctoral study of four years.
- The initial appointment may apply for no longer than one year. An appointment may be renewed for no more than two years at a time.
- A doctoral studentship shall be a full-time post. If a doctoral student so requests, the appointment may be a part-time post but for no less than 50 per cent of a full-time post.
- Appointment to a doctoral studentship shall apply for an indefinite period but never for a period extending more than one year after the award of a doctorate.

An employed doctoral student is covered by the same employment terms as the other employees at Uppsala University. They include insurance cover, statutory holidays and parental leave. In some cases they are also entitled to certain benefits, for which doctoral students are required to have an activity level of at least 20 percent. It is important for doctoral students to find out what applies in their individual case.

The maximum length of a doctoral student's employment time is eight years, but it must correspond to a maximum of four year's full-time study. If the studies are concluded with a licentiate degree, the maximum period is two years' full time. The main rule is that the employment should comprise full-time work, but at the doctoral student's request, the employment may be part time, with a minimum extent of 50 %.

It is not possible for all research students to receive a doctoral studentship. Those who are given an education grant may combine this with a maximum 40 % full-time employment as an assistant.

In both cases the employment may continue at most one year after being awarded the Degree of Doctor. The salary, decided in local university negotiations, is regulated in a local tariff, with a rise at the beginning of the second and third years of the research studies. Subsequently, the salary has to be adjusted when 50 % and 80 %, respectively, of the requirements for a doctoral degree have been met. A salary increase also takes place during the calendar month after the degree date. The lowest salary for an assistant/doctoral student is currently 27, 700 SEK/month full time.

*Salary ladder for doctoral students as from 2021*

Starting salary: SEK 27 700  
Year 2: SEK 28 500  
Year 3: SEK 29 700  
50%: SEK 30 700  
80%: SEK 33 500

See the union [Saco-S](#) for more information and the most recent examples.

By “year” is meant completed years as a doctoral student /assistant with an education grant or otherwise active research studies within the research education. The salary shall be raised from the turn of the month after the year is completed.

By “50 %” and “80 %” is meant the percentage of the studies acquired up to the Degree of Doctor. Generally, 50 % and 80 %, respectively, of the requirements for the doctoral degree shall be acquired after of 24 and 38 months’ full-time study, respectively. The salary shall be raised from the turn of the month after the study result or the equal has been reached. After a completed doctoral degree, the salary corresponds to the 80 % level, as stated above.

When education grant and assistant employment are combined, the total extent must not exceed 120%.

At leave from the employment, the same routines apply as for other staff with regard to submitting applications for leave, notification of illness, etc.

Please notice, that anyone choosing or being forced to abstain from the education grant will lose the assistant employment.

#### *Sick leave and other leave*

Several routines must function to ensure that employees obtain the right sickness payment at the right time.

Absences due to illness is reported in the Primula Web, if you are too ill or not able to use a computer contact the department HR person or equivalent. Employees must also make their own report on recovery from illness via the Primula Web when the period of illness is approaching its end.

Primula is a tool that doctoral students, like all other professional categories at Uppsala University, should be thoroughly familiar with. In Primula Web students can report back to duty after sick leave, change their address details and so on. For doctoral students it is important to report sick if you are unable to continue with your doctoral studies as the sick leave period does not count as part of your net study period. Doctoral students should be familiar with and be able to use the other administrative tools and aids that the university provides.

The first day of illness is the day of qualifying period, during which a full deduction of the salary is made. The following 13 days the sickness payment is received, with the university paying 80 % of the monthly salary. The 15<sup>th</sup> day of the illness period the employer has to report the illness to the Insurance Agency, which subsequently pays out a sickness benefit until Day 364. The university pays a supplementary monthly salary of 10 %.

Note that from the 8<sup>th</sup> day if sick leave you are required to provide the employer with a doctor's certificate. This is to be sent to the department HR person.

You are entitled to certain days' leave with the salary wholly or partly retained, such as leave at the birth of a child and leave for some kinds of family business. You may also be granted leave without pay for other activities, provided the leave benefits the continued research studies.

### *Vacation*

As a doctoral student /assistant you are entitled to a vacation in accordance with the general agreement of payment and benefits, which comprises 28, 31 or 35 paid vacation days/calendar depending on your age.

### *Standard vacation*

There is a local collective agreement about taking out the vacation for teachers and research students, a so-called standard vacation. The whole annual vacation is supposed to be taken out during the summer, beginning the Monday after Midsummer, unless otherwise agreed in writing with the department head or the equivalent.

The standard vacation is planned in October each year by the personnel office, with reference to all annual vacation days.

Vacation other than standard vacation must be applied for. For example if you are employed for the second half of the year you are not included in the standard vacation that year. This means that applications are made via the Primula web, and are to be granted by the head responsible.

This is how the annual vacation is calculated for full-year employees:

as from the year you reach 29: 28 days

as from the year you reach 30: 31 days

as from the year you reach 40: 35 days

The vacation is calculated in proportion to the number of days employed.

Example: A person with, e.g., 35 days' annual vacation who begins on October 1 has an employment during that year of 92 days and, consequently,  $35 \times 92/365 = 8,822 = 9$  paid days (always rounded off upwards).

In addition, it is possible to supplement this by a total of 25 unpaid vacation days, according to the Annual Leave Act.

### *Vacation utilization*

When the vacation is utilized, every holiday-free week day counts as a vacation day. For each vacation day an additional vacation payment is received. If you are entitled to more than 20 vacation days during a year, these (1-15 days) may be saved. However, you may never save more than a total of 35 days. The regular vacation must be utilized before you can begin to use your saved days.

If you wish to go on vacation in connection with some other leave (e.g. parental leave), the vacation period should be located before or after that leave.



Vacation days are earned during the running calendar year. At least 20 days' leave must be taken out during the same year. The remaining days may be saved, but no more than a total of 40 saved vacation days are allowed. The vacation is granted by the department head or the equivalent and follows the standard schedule beginning the first Monday after Midsummer, unless otherwise agreed in writing. Those whose employment ceases, for instance, on June 30 must of course take out their vacation before that date.

#### *Business trips and field work*

When fieldwork is planned, the HR generalist is to be involved 4 months before the trip takes place. This is because employment contracts for being stationed abroad, so-called URA, is applied for longer journeys. In order for all insurances to apply, the Swedish Social Insurance Agency also needs to investigate your social insurance affiliation. Contact the HR generalist for more information.

Business trips must be reported via the Primula Web before the trip takes place. All business trips must be reported / approved by the department for the Swedish state business travel insurance to apply. Instructions on how to register in primula can be found on the [Employee Portal - Support and service - Travel](#).

#### *Insurance*

Uppsala University has signed a group insurance with the Legal, Financial and Administrative Services Agency for *business travel*. Via the Legal, Financial and Administrative Services Agency /your department personnel administrator you can receive a "Swedish State Business Travel Insurance Certificate" to carry on the journey. This certifies that you are covered by the business travel insurance. You may also order the certificate from your salary consultant. Even non-employees who travel on behalf of the department or the equivalent may be covered by the insurance, provided certain criteria are fulfilled. Business travel within the EU is facilitated if you carry a European Health Insurance Card, which may be ordered from the Swedish Social Insurance Agency.

For anyone with an employment, the years of employment required for a pension, according to the National Pension Agreement, are calculated as from the age of 23.

As a doctoral student/assistant you are covered by the group life insurance following special regulations. This means that if you die and leave a husband/wife, a preferential cohabitant or a child entitled to inheritance, an insurance amount is paid out to these. For single persons, only a funeral benefit is paid out, corresponding to ½ of a basic amount geared to the price index.

In addition to the education grant or employment period the insurance in some circumstances also applies to a certain period afterwards, a so-called continued cover.

This consists of

1. general continued cover for 180 days,
2. continued cover at unemployment, maximum 2 years,
3. continued cover during a parents' allowance period, maximum 2 years,
4. continued cover during illness, as long as the illness lasts.

#### *Information*

Further information about the above points can be obtained from the department HR person or from the department's salary administrator in the personnel office.

Questions about pensions and group life insurance are answered by the salary consultants and the National Government Employee Pensions Board, SPV ([www.spv.se](http://www.spv.se)). For further regulation documents concerning doctoral students, see <https://www.studera.nu/startpage/doctoral-studies/funding/general-information-about-funding/>

**Doctoral studentship** Those with a doctoral studentship receive 80 % of the income qualifying for sickness benefit that exceeds the guarantee level from the Insurance Agency + a 10% additional parents' allowance from the employer for a maximum of 360 days.

**Holders of a scholarship** Those who hold a scholarship receive no compensation from the employer during sick or parental leave. (Such a person may have an income from the Insurance Agency which qualifies for sickness benefit.)

**Dormant sickness benefit** = income prior to period of study.

APPENDIX 9: BLANKETT PROLONGATION

## Blankett för avstämning av prolongation av studiestöd år 20xx.<sup>1</sup>

Se noter i "Anvisningar och förtydliganden".

Namn	Pers. nr
------	----------

Datum för påbörjade FU-studier	
--------------------------------	--

### 1. Uppdrag

#### 1:1 På institutionsnivå<sup>3</sup>

Period/termin fr.o.m. t.o.m.	Prol. i arbets- dagar	Uppdrag/organ
-		
-		
-		
-		

#### 1:2 Övriga uppdrag<sup>4</sup> (universitetsövergripande, områdesnivå, fakultet). **OBS! Bifoga ansökan!**

Period/termin fr.o.m. t.o.m.	Prol. i arbets- dagar	Uppdrag/organ
-		
-		
-		
-		

### 2. Undervisning

#### 2:1 Undervisning

Period/termin fr.o.m. t.o.m.	Prol. i klock- timmar <sup>5</sup>	Kurs
-		
-		

-		
-		
-		
-		
-		
-		

### 3. Tjänstledigheter

#### 3:1 Föräldraledighet, sjukdom (egen sjukdom eller vård av barn)

Period fr.o.m. t.o.m.	Prol. i kalender- dagar	Typ av ledighet: <i>egen sjukdom, föräldraledighet eller vab.</i>
-		
-		
-		
-		
-		
-		

#### 3:2 Begärd tjänstledighet (ledighet, studieuppehåll, militärtjänstgöring)

Period fr.o.m. t.o.m.	Prol. i arbets- dagar	Typ av ledighet
-		
-		
-		

### 4. Övrigt<sup>6</sup>

Period fr.o.m. t.o.m.	Prol. i arbets- dagar	Uppdrag/organ/orsak
-		
-		

Doktorandens underskrift	Prefektens / studierektors underskrift
--------------------------	--

**Bifoga bilagor som stöder din ansökan, om förtydligande behövs.**

## Avstämning prolongation forts.: anvisningar och förtydliganden

1. Blanketten inlämnas senast 1 december varje år. De lämnade uppgifterna avser hela det innevarande kalenderåret (1 januari – 31 december). Inträffar sjukdom etc. efter att blanketten inlämnats ber vi dig snarast komplettera din ansökan med uppgifter om detta. Uppgifterna behövs för anställningsavtalen, som upprättas 1 januari, för lönesättning etc.
2. Vid fakultetsfinansiering finansierar fakulteten 48 månaders studier på forskarutbildningen, dvs. motsvarande 4 års studier på heltid. Denna blankett gäller prolongation utöver denna tid antingen på grund av *arbete* med undervisning eller administration (max 20 %, se Högskoleförordningen 5 kap. 2 §) eller på grund av *ledigheter* av sådana ”särskilda skäl” som anges i Högskoleförordningen 5 kap. 7 §.
3. För uppdrag på institutionsnivå tillämpas följande schablonersättning
  - Ledamot i institutionsstyrelse 10 arbetsdagar/år. (I uppdraget ingår som för alla andra ledamöter att delta även i ev. tillfälliga grupper där doktorandrepresentation krävs.)
  - Suppleant institutionsstyrelse, inträder vid ordinarie ledamots förfall: 1 arbetsdag per möte.

### *Studentfackligt arbete i doktorandföreningen*

- Ordförande 10 arbetsdagar/år.
  - Sekreterare 10 arbetsdagar/år.
  - Kassör 5 arbetsdagar/år.
  - Övrig styrelseledamot 5 arbetsdagar/år.
  - Om institutionens ordinarie representant i HDR ej är medlem av doktorandföreningens styrelse blir han eller hon ständigt adjungerad till styrelsen och erhåller 5 arbetsdagar/år. Dessa dagar kan antingen tillfalla en person eller delas mellan två, i det fall institutionen har flera representanter i rådet.
4. Övriga uppdrag. Bifoga ett brev med rubriken ”Ansökan om förlängning pga. uppdrag som XX”. Ange uppdragets art (ledamot i nämnd/arbetsgrupp/styrelse) samt organ där uppdraget utförts/utförs (vetenskapsområde, fakultet, studentfacklig förening inom universitetet, men utanför institutionen el. dyl.). Ange också ersättning. Ersättningen följer rektors beslut (2007-02-06, se UFV 2006/1028).
  5. För omräkning av undervisningstimmar till klocktimmar:
    - En undervisningstimme motsvarar 4 klocktimmar
    - En föreläsning á 2 undervisningstimmar: 8 klocktimmar
    - Ett seminarium á 2 undervisningstimmar: 8 klocktimmar
    - Handledning på C, per student 4 undervisningstimmar: 16 klocktimmar
    - Handledning på B nivå, per student 1 undervisningstimme: 4 klocktimmar
    - För omräkning till arbetsdagar: antal klocktimmar totalt dividerat med 8.
  6. Med ”övrigt” avses i första hand följande (ev. annat enl. överenskommelse med prefekten):
    - Pedagogisk kurs 25 arbetsdagar
    - Flyttning: 1 dag

- Examen/tentamen
- Forskning, egen (utan lön)
- Ledig utan lön
- Släktangelägenheter
- Studieledighet (utan lön)

## APPENDIX 10: human resources vs. finance officer (fall 2021 version)

### HR-generalist vs. Finance officer

Emma Granholm Arias vs. Aksana Mushkavets

#### HR-generalist, main duties

- Broad consulting throughout the HR area.
- Inform, present and provide support in changes in law, agreements, regulations, workflows, routines.
- Carry out minor investigations and assessments.
- Participate in the development of workflows and routines in collaboration with the HR unit and others at Uppsala University.
- Manage, coordinate and follow up on the department's matters within the HR area.
- Check and review documentation, eg application for leave for other employment, LAS-time for employment / hourly payments.
- Prepare and monitor employments, eg contracts, notifications of employment terminations, notification of TSN, residence / work permit, work injury notification.
- Follow up on employment, sick leave, leave etc.
- Specification of certain areas of responsibility: Processing of recruitments in Edgar, advertising in Varbi, case management in Diariet W3D3, personnel catalog registration in AKKA, introduction of new employees, contacts with authorities, rehabilitation, redundancy, hourly payments, salary coding, holidays, insurance, administration around foreign researchers, keys, post boxes, office signs.

#### Financial administrator, main duties

- Responsible for the overall economy of the department – planning, follow-ups, conclusions and economic analysis.
- Responsible for annual accounting, and partial accounts every fourth month
- Responsible for preparing the budget, from October through December
- Accounting to the board for budget and final accounts.
- Contact person with regards to the department's economy to the faculty and the central department of economy at UU.
- Responsible for current accounting and analysis of the economy at departmental level and for externally funded research projects
- Responsible for balance economy meetings with head of department and research project leaders.
- Support regarding economic questions to the entire staff
- Responsible for follow up of decisions made by the board of the department and the faculty of arts
- Requisitions of external funds from research councils
- Responsible for full economic support for the Engaging Vulnerability (EV) project, including budget and current accounting
- Overall responsibility for Engaging Vulnerability's budget and annual report. Ongoing economic support and current accounting is delegated to EV's financial assistant..
- Aiding researchers to create correct project budgets when they apply for external projects, as well as basis for board decisions
- Responsible for economic accounts to external funders
- Responsible for supplier invoices

- Responsible for customer invoices
- Responsible for other payments
- Responsible for filing economic material (once a year)
- Responsible for inventory of the department's equipment (once a year)
- Responsible for purchasing office material for the department





UPPSALA  
UNIVERSITET

Inst. för kulturantropologi och etnologi  
Box 631  
751 26 Uppsala

[www.anfro.uu.se](http://www.anfro.uu.se)

2021-10-19  
Appendix 11

## Welcome to the Department of Cultural Anthropology and Ethnology Campus Engelska parken

Department head	Mats Utas
Deputy head	Oscar Pripp
Finance officer 50%	Aksana Mushkavets
Financial administrator EV	Susanne Wikman
HR generalist 50%	Emma Granholm Arias
Course administrator	Angelika Holm
Webpage	Angelika Holm

Director of studies, First-cycle level.....Oscar Pripp

Director of studies, Second-cycle level.....Charlotta Widmark

Director of Studies, Third-cycle level.....Sverker Finnström

Safety representative.....Claudia Merli

Fire inspector..... Susann Baez Ullberg

Environment representative.....Birgitta Meurling

Chair of the Equality group.....Mats Utas

Chair of the Work environment group.....Emma Granholm Arias

As a **new employee** you will receive a key, a keycard, a pigeonhole and an e-mail address from the HR-generalist.

As an employee you will find your payslip at the Primula Web. This is where you apply for **vacation** and other **leave** (for exceptions, please contact Emma). You can reach Primulawebb by logging into the Employees portal.

For any questions about employment or salary, please contact the HR-generalist.

**Notification of illness** is made in Primula Web by the employee.

Questions about your own sickness benefit and parents' allowance are primarily made to **The Insurance Agency, Försäkringskassan**.

**Occupational Health Care**, currently Previa (Avonova at Campus Gotland). Each employee may use two anonymous visits a year.  
**Uppsala and Visby:**



- Booking via phone 0771-23 00 00 (weekdays at 7.30-17)
- [Booking via email form on website](#)

Please contact the HR-generalist or the safety representative if you need contact help. The health care contribution is currently 2000 kr per calendar year for all employees. Doctor receipts and medical receipts can be partly reimbursed.

There are two **Printer/Copying rooms**. One of them is found close to the pigeonholes. The other one is found one floor up from the department's main kitchen.

**Office material** is found in the cupboards on Level 2. If anything is missing, please notify Carina Fröling.

**The Lunch room** is situated on Level 2. We all take turns to run the coffee machine and the dishwasher. Coffee is free.

The department abides by the university environment policy. For **waste sorting**, please follow the instructions in the kitchen. Always write on both sides of paper sheets and use the student portal instead of paper compendiums. Turn off the lights when you leave.

The Campus Management is responsible for **computer support**. You can reach the KVK helpdesk via [helpdesk@kvk.uu.se](mailto:helpdesk@kvk.uu.se).

All **updating** is done during the night. For this reason, don't turn off your computer when you leave for the day. Just **Log out** and turn off the screen.

For access to the study platform **Studium**, contact Angelika Holm. You can reach the support at [support-elarande@uadm.uu.se](mailto:support-elarande@uadm.uu.se).

**Mail** is delivered and picked up twice a day, ca. 9 a.m. and 3 p.m. For internal mail, use the brown bags, and for external mail the white envelopes with the text "porto betalt", which are found in the cupboards below the pigeonholes.

The department's **invoice address**, Swedish invoices only, is **Uppsala Universitet**

**Invoices**

**Box 148**

**751 04 Uppsala**

**521+ your code**

The department's reference code **521** must always be included on invoices. For further information and routines regarding



international invoices, please contact Aksana Mushkavets, our finance officer.

**Travel** is booked with Lingmerths travel agency or SJ. Taxi can also be invoiced, by booking in advance and stating the department's customer code. For contact information and customer code, turn to the HR-generalist. For guidelines for business travel, see <https://mp.uu.se/web/info/stod/resor-ny>

Always make a **travel notification** in Primulawebb before going on a business trip.

**Travel expenses** are specified according to the Primulawebb instruction and are submitted to the salary department. Primulawebb is reached via the Employees portal, resor/utlägg. A manual for Primula can be found when you have logged in to the system.

**The Karin Boye Library** is the Campus Library. Access for borrowing books can be added to your key card.

Campus Information will help you with technical equipment, for instance **projectors** and **hearing loops** in the lecture halls. For **parking** on Campus you have to pay a parking fee and obtain a parking permit from the information desk. If you wish to use the campus **gym** you currently pay 300 SEK per semester at the information desk.

Campus Information (**Servicedesk KVK**) is located near the main entrance of House 3 and can be reached via extension 6882.

**Equal opportunity** is required in a well-functioning study and work environment and forms a necessary condition for students and staff to get on well. Every year the department appoints members and student representatives to the **Equality Group** in accordance with the university's equal opportunity plan. The group invites suggestions and forwards complaints, when required. The department head is responsible for ensuring that the equal opportunity plan is applied in the department. Anyone who feels exposed to **discrimination** or **sexual harassment** can contact the department head or any one of the members of the Equality Group. All colleagues are obliged to counteract discrimination.

**Always tell the safety representative** if you experience discrimination or problems and/or risks in the physical or mental work environment.



Every employee and doctoral student is **insured** during work hours and travel to and from work. The business travel insurance covers travelling, provided it is done for business purposes. Always check this before leaving.

**For business travel abroad** make sure that you acquire documentation for insurance covering illness. For travels within the EU, you are required to order a *European health insurance card* from the **Insurance Agency** (which takes about two weeks).



**If travelling outside the EU**, you must carry a *Medical Insurance Card*. It is obtainable from the department HR-generalist.

**Fire and bomb alarm:** The assembly point is the **actual park** next to campus Engelska parken. Fire inspector is Susann Baez Ullberg, and her duties include informing employees about fire protection. Every employee are offered a fire protection training.

Security on campus: all campus areas are under surveillance day and night by Securitas. In an emergency, call the university emergency number 018-471 25 00.

For further information about the department, see the department homepage [antro.uu.se](http://antro.uu.se).

For information on campus Engelska parken and on-campus departments, see [engelskaparken.uu.se](http://engelskaparken.uu.se).

For further information regarding employees, visit the university's staff portal <https://mp.uu.se/>