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UNIVERSITET

PhD Programme Guidelines

Department of Archaeology and Ancient History

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1. Introduction

These guidelines were designed to help PhD students, supervisors and internal examiners to plan, carry out and evaluate PhD training at the Department of Archaeology and Ancient History (AAH) at Uppsala University (UU). The PhD programme is regulated in the Swedish Higher Education Ordinance (Högskoleförordningen). AAH follows UU guidelines (UFV 2022-729 Admission and Grading Regulations for Doctoral Studies at Uppsala University; UFV 2022/728 Guidelines for doctoral education at Uppsala University; UFV 2021-2081 Guidelines for extending the period of employment and study for doctoral students in elected positions; UFV-PA 2022/4983 Local collective agreement on teaching and working hours etc. for doctoral students at Uppsala University) and faculty guidelines (HISTFILFAK 2023/8 Guidelines for Third-Cycle Education at the Faculty of Arts; HISTFILFAK 2022/26 Guidelines for prolongation of employment and study period for doctoral students with a position of trust). These documents can be found in Medarbetarportalen in the folder “Forskarutbildning” (henceforth referred to simply as Medarbetarportalen).

The guidelines represent an attempt to summarize information relevant for your PhD studies. It is difficult to distinguish governmental, UU, faculty and AAH policy without burdening the text with an excessive number of references. If this text is in contradiction with UU or faculty guidelines, the latter always take precedence. The AAH director of PhD studies continuously notes revisions to rules and feedback from AAH PhD students and supervisors and decides when the time is mature to present a revised document to the AAH board.

If you were admitted to AAH as a PhD student before these revised guidelines came into effect and notice that revisions affect the planning of your studies or employment, you should discuss it with the director of PhD studies. Together we will resolve outstanding questions.

1. Aims of the Programmes

The aims of the PhD programmes at AAH are regulated through General Study Plans (Allmänna studieplaner) for the three disciplines Archaeology (Arkeologi), Classical Archaeology and Ancient History (Antikens kultur och samhällsliv), and Egyptology (Egyptologi). The General Study Plans follow the aims set out in the Higher Education Ordinance. The learning outcomes of the General Study Plans are similar for the three PhD programmes at AAH. After completion, the PhD student should be able to demonstrate:

- broad knowledge and systematic understanding of the subject as well as advanced and state of the art specialised knowledge in a limited area within the discipline.
- familiarity with research methodology in general and the methods of the discipline in particular.
- capacity for scholarly analysis and synthesis as well as to review and assess new and complex phenomena, issues and situations autonomously and critically.
- 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.
- through a dissertation the ability to make a significant contribution to the formation of knowledge through their own research.

- 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.
- ability to identify the need for further knowledge.
- capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity.
- intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics.
- 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 aims are achieved by successfully completing coursework, participation in higher seminars, and by authoring and successfully defending a PhD thesis on time. The studies should be carried out in an attractive, collegial, dynamic, permissive environment distinguished by the highest quality standards, critical thinking, diversity, gender equality, openness and democratic values.

2. Structure of the PhD Programmes

A PhD programme encompasses four years of full-time study (240 credits or “högskolepoäng”), henceforth referred to as net study time. It includes coursework (60 credits), supervised research and participation in higher seminars. For a two year long training resulting in the degree of Licentiate of Arts, the net study time is two years (120 credits) including one semester (30 credits) of coursework.

When admitted to a PhD programme, you need to fill out the form Application for admission to third-cycle (postgraduate) studies (Ansökan om antagning till utbildning på forskarnivå). The form must be signed by the head of the department and submitted to the director of PhD studies. At the start of the programme each PhD student must, together with the supervisors, formulate an Individual Study Plan (ISP) (section 2.3 below).

As a PhD student, you are expected to enrich the environment of AAH by working on campus and attend higher seminars on a regular basis. You are also expected to present parts of your thesis or other relevant work to the higher seminar once a year throughout the PhD programme. These seminars should be scheduled in the ISP. A final seminar should be held during the last year (Appendix 3.2).

UU strives to employ PhDs, senior lecturers or professors as instructors in teaching. For purposes of career development, AAH tries to offer PhD students limited teaching opportunities. It is the joint responsibility of the directors of studies to monitor some kind of fairness in this system. If you are interested in taking on some teaching, it is important that you let your supervisors and the directors of studies know.

PhD students may also be offered to manage seminar series or accept commissions of trust, e.g. for the AAH PhD association, faculty PhD association, AAH equal opportunities group, or AAH board. All work that falls outside regular coursework, participation in higher seminars and writing a thesis should be agreed upon by the PhD student, main supervisor, and director of PhD studies. This extra-curricular work should be carefully documented by the PhD student in the ISP each year. It will result in an agreed upon extension (prolongation) at the end of the employment, as does e.g. sick leave or parental leave (section 2.5 below).

2.1. Supervision

Supervisors are appointed by the head of the department following discussion in the supervisors' collegium. Each PhD student must have at least two supervisors. The main supervisor must be a member of AAH staff and have the rank of senior lecturer (docent) or professor. The assistant supervisor must have a PhD, but does not have to be a member of AAH staff.

If the assistant supervisor is not a member of AAH staff, AAH agrees to pay the assistant supervisor up to 8000 SEK as a one-time fee after the PhD thesis defence. If there are two or more assistant supervisors that are not AAH staff, the sum will be divided between them. An agreement must be signed by AAH and the assistant supervisor using the form Agreement regarding the assignment as assistant supervisor for the PhD education (Avtal om uppdrag som biträdande handledare inom forskarutbildningen). The need for external supervision should be discussed with the main supervisor, who in turn will discuss the matter with the director of PhD studies.

PhD students are entitled to 680 hours of supervision (i.e. around 170 hours per year). Ph Lic students are entitled to 340 hours. These hours include supervision meetings, reading and commenting sections or chapters in the thesis, participation in seminars where the PhD student presents work and other meetings related to the PhD student's work. At the end of each supervision meeting, the next meeting should be scheduled and its content agreed upon.

The PhD student and the main supervisor are jointly responsible for setting deadlines and for monitoring the progress of the PhD training. The main supervisor continuously evaluates academic quality and has the final say when the thesis is ready. The roles of the main and assistant supervisors should be specified and regulated in the ISP. PhD students are allowed to change their supervisor(s) at their own request. Contact should then be made with the director of PhD studies who will facilitate the process. For a more detailed list of the roles and duties of the supervisor and the PhD student see Guidelines for Third Cycle Education at the Faculty of Arts (HISTFILFAK 2023/8 Guidelines for Third-Cycle Education at the Faculty of Arts).

2.2. Monograph or Compilation Thesis

The PhD thesis can be designed either as a monograph or as a compilation thesis (sammanläggningsavhandling). The form of publication should be discussed with the supervisor(s) at the beginning of the PhD programme.

2.2.1. Monograph

The requirements of a monograph should be discussed continuously with the supervisor(s). A monograph contains several generic building blocks (Appendix 5.1). The recommended size of a monograph ranges between 150 and 300 pages (80.000-156.000 words), excluding appendices.

2.2.2. Compilation Thesis

A compilation thesis includes several journal papers preceded by an introductory chapter ("kappa"). The introductory chapter should make clear how the papers together treat a coherent research problem and fulfil the goals set by the Qualifications Ordinance. The thesis should include minimally two published or accepted peer-review journal papers, and minimally one additional peer-review journal paper that should at least be in review. In the event of co-authorship, the PhD candidate must be first author of at least two papers and the candidate's individual effort must be described in the introductory chapter. In total, the candidate's contribution, calculated across the papers included, is to be equivalent to an effective period of four years study. Each individual paper by two or more authors may be included in a maximum of two compilation theses at Uppsala University.

2.3. Individual Study Plan

The Individual Study Plan (ISP) is the mutual agreement between the PhD student, the supervisors, AAH and the Faculty of Art. The document is crafted together with the main supervisor and approved by second supervisor(s). It lists both past and future courses and progress of the thesis work. Additional aspects important for building a competitive CV of the PhD student, such as conference or workshop participation, publications, and fieldwork experience should also be planned and documented in the ISP. Identifiable and measurable goals should be set for each semester and the progress continuously assessed. The document is the chief instrument of planning the PhD studies so that all the components are completed in a timely fashion. The ISP is a living document that will follow the PhD student and

supervisors throughout the programme. It is sent to the director of PhD studies at the end of January each year and signed by all parties, including the head of the department. All ISPs are sent to the faculty and filed for transparent monitoring of the progress over time.

2.4. Biannual Registration and Activity Report

Although PhD students are accepted to a four-year programme, they are registered just like BA and MA students for each half year of studies through the online system Ladok. This information is used by UU to report to various governmental bodies e.g. how many PhD students there are and how they are distributed between various disciplines. Only those PhD students that have submitted a yearly ISP are registered for continued studies in Ladok.

For various reasons, a PhD student might not work full time throughout the programme. The degree of activity (aktivitetsgrad) is therefore reported annually in the ISP and biannually in the system Ladok. Unlike registration which is forward-looking (studies the coming six months), the degree of activity is backward-looking (degree of activity the past six months). The director of PhD studies or course administrator sends out a form that has to be filled out and returned by each PhD student in January (for activity July-December) and late August (for activity and January-June) each year.

2.5. PhD Courses

As mentioned above, the PhD programmes include 60 credits coursework, often spread out over time. The Higher Education Ordinance states that the courses should promote “broad knowledge and systematic understanding of the discipline”. Suitable courses should be discussed with the main supervisor already at the beginning of the programme, to design an attractive CV suited to the PhD topic and personal career development.

2.5.1. Mandatory Courses

Two courses are mandatory for all PhD students. The faculty organizes the course 519F001 *Professional training in the arts and humanities* 7.5 credits for all its PhD candidates. At AHH, all PhD candidates must also successfully complete the course FHS0125 *Theory and Method* 7.5 credits. In Classical Archaeology and Ancient History a third mandatory course is FHS0155 *Classical Philology* 7.5 credits.

2.5.2. Optional Departmental Courses

Courses can be designed individually and according to your needs. They can run full time (100%) or part time (50% or even 25%). They can result in only a single credits (högskolepoäng) or up to 15 credits. One week of training is equivalent to 1.5 ECTS, two weeks equals 3 ECTS, and so forth. Most courses are designed in blocks of 7.5 credits, equivalent to five weeks full time study. The aim, content, examination and credits awarded for any course is subject to prior discussion by the PhD student and supervisor (or appointed examiner) and ultimate approval from the main supervisor.

FHS0126 *Individual Reading Course on [fill in blank]* 7.5 credits allows for building in-depth knowledge in a defined field of interest of relevance for the discipline. Required reading should be ca. 1500-2000 pages. It is possible to take several individual reading courses. The course is examined through a general discussion between the PhD student and the supervisor (or appointed examiner) and a submission of a specialized paper or report in Swedish or in English (minimum 5000 words excluding references).

FHS0127 *Individual Method Course* on [fill in blank] 7.5 credits aims to develop skills in specific methods related to the discipline. The skills may be acquired by practical work in front of a computer (e.g. programming, GIS-analysis, statistics), in a laboratory (e.g. pollen, phosphate or XRF-analysis), museum (e.g. artefact analysis, drawing, conservation) or in the field (e.g. excavation, sampling, or surveying), but also through reading of specialized texts on method development. Depending on the relation between practical and theoretical skill development, required reading is 300-800 pages (the large interval because of widely varying complexity of texts). The course is examined through a general discussion between the PhD student and the supervisor (or appointed examiner) and a submission of a report in Swedish or in English (minimum 1500 words excluding references) containing evaluation of practice and method.

Individual reading/method courses are registered with the course administrator before the commencement of the course. Submit both a Swedish and English title for the course, between what dates the course runs, whether it is a full-time or part time course, and how many credits it will entail after successful examination. The supervisor (or appointed examiner) reports the course in Ladok after examination.

In addition to formal courses, a PhD student can also acquire credits through other forms of activities that benefit academic learning and experience (Table 1). Awards of ECTS for other professional activities may be considered at the discretion of your main supervisor. The director of PhD studies can offer guidance to both supervisors and PhD students on how such courses are best designed. The total amount from these “non-course” activities cannot exceed 10 credits.

Table 1. Credits for activities other than courses at AAH.

Task	Credits	Comments
Organiser of the departmental higher seminar	3 credits	Or prolongation 10 days per year; see Table 3
Organiser of other seminar series	1-3 credits	Depending on frequency, duration and responsibility
Organising workshop/conference	1-5 credits	Depending on magnitude of event and responsibility
Assisting organisation workshop/conference	1-3 credits	Depending on magnitude of event and responsibility
Conference paper	1-2 credits	
Conference poster	1 credit	
Organising a public outreach/dissemination event	1-2 credits	Depending on magnitude of event and responsibility
Assisting with a public outreach/dissemination event	1 credit	
Publishing a peer-reviewed paper	5 credits	Paper not counted in a compilation thesis
Editing or co-editing a peer-reviewed journal or book	4 credits	Maximum 2 publications can be counted.
Publishing a research report	3 credits	E.g. other than self-publication whether in print or online
Publication of a popular article	1-2 credits	Depending on length and work

2.5.3. Other Courses

The Basic Pedagogic Course (Högskolepedagogisk grundkurs) offered by UU can be included as coursework equivalent to 7.5 credits of the employment. Short-term PhD courses (1-2 weeks) are sometimes available through our networks, one example is the *Dialogues with the Past* courses. One language course can be included as coursework up to 7.5 credits if it is motivated by the PhD topic or in order to successfully navigate Swedish academia. This should be discussed with the main supervisor and the director of PhD studies.

PhD students can include advanced (master) level courses and external courses in their degree. To include a master course, the PhD candidate is required to fulfill the assignments of the

course specified in the syllabus. In addition to these assignments, the PhD candidate may be required to read selected supplementary texts, submit a written report or reflection or moderate a seminar. The main supervisor reports the credits after communication with the course coordinator. To join one of the AAH master courses, contact the course administrator who will create an individual course (individuellt kurstillfälle) in Ladok mirroring the name and credits of the master course. In order to access course material in Studium, the administrator will add you as a participant (not student or teacher). To participate in courses offered by other UU departments, contact the director of PhD studies and course administrator at the department and ask if you may participate. If they say yes, ask them to add you as a participant (not student or teacher) in Studium. Then contact the AAH course administrator that will register an individual course in Ladok. If you encounter problems, contact the AAH director of PhD studies.

Each course should be evaluated. Courses with many participants are evaluated by filling out an online form. For individual courses, the evaluation consists of a discussion between the PhD student and the supervisor (or appointed examiner).

Externally funded PhD students part of a large project (e.g. EU projects) that are required to participate in compulsory courses organized by the project will be awarded credits according to the system of tariffs for internal courses on a pro rata basis. One week of external training is equivalent to 1.5 credit, two weeks equals 3 credits, and so forth.

2.5. Prolongation

2.5.1. Leave and Primula

Sick leave, parental leave or part-time leave results in a prolongation of the employment. It is important that you report all such changes in the online system Primula. Significant changes affecting the progress of the PhD programme should also be noted in the ISP. In the rare instance of a PhD student being funded by a scholarship, Kammarkollegiet partially replaces lost income due to sickness or parental leave.

2.5.2. Commissions of Trust

The department encourages PhD students to be involved in the workings of the department and the faculty. Commissions of trust at the departmental, faculty and university level result in a prolongation of the employment. Before accepting a commission of trust, it is a good idea to discuss this with your main supervisor. Be careful to document these activities in your ISP. There are currently no other ways to document this. The university (UFV 2021/2081) and faculty (HISTFILFAK 2022/26) guidelines are occasionally updated and not all commissions are equally reoccurring. The most common commissions of trust are listed in Table 2. For rare faculty or university commission not listed, ask the director of PhD studies for details. For irregular occurring AAH commissions not listed, ask the head of department for details.

AAH and faculty duties cannot amount to more than 20% of the PhD programme (i.e. equivalent to 1 year or 1700 hours) spread out over the entire four-year period. Such duties should aim to build experience and merits for the PhD student. It is important that you keep track of all extra-curricular activities that count towards prolongation in a personal file and add them up each year in the ISP.

Table 2. Commissions of trust at AAH and faculty.

	Commission	Prolongation days/year
Department	AAH board	10
	Chair AAH PhD association	10
	Secretary AAH PhD association	10
	Treasurer AAH PhD association	8
	Vice chair AAH PhD association	5
	Board member AAH PhD association	5
	AAH equal opportunities member	2
	AAH PhD recruitment committee	2 (per recruitment)
Faculty	Faculty board	20
	Committee for PhD education ("KUF")	15
	Faculty recruitment committee	15
	Faculty promotion committee	15
	Scholarship committee	2
	Equal opportunities committee	5
	Chair Doctoral Student Council	30
	Vice chair Doctoral Student Council	10
	Secretary Doctoral Student Council	10
	Board member Doctoral Student Council	5
	Treasurer Doctoral Student Council	5
	Election Committee Chair Doctoral Student Council	5

2.5.3. Teaching and Seminar Series

Teaching at AAH results in a prolongation of the employment. Teaching may vary according to your wishes and possibilities to accommodate them. It is important that you understand and agree to the terms of prolongation before accepting to teach, whether it is just a single lecture or seminar or close to a full course. Organisation during one academic year (i.e. two semesters) of higher seminars or other seminar series can result either in 10 days of prolongation *or* 3 credits. Table 3 summarises different extra-curricular activities that count towards prolongation.

Table 3. Prolongation for selected tasks at AAH.

Task	Duties	Prolongation time
Higher seminar	Planning seminar schedule together with a professor; contacting lecturers; receiving lecturers; running e-mail list; handing over to next organiser	80 hours (=10 weekdays) per year <i>or</i> 3 credits
Teaching	Single lecture or seminar	45 minutes of classroom teaching=4 hours. 2 x 45 minutes=8 hours=1 weekday
Lab or fieldwork	Overseeing sampling, fieldwork or analysis	1 hour=1 hour; 8 hours=1 day
Supervisor BA thesis	Supervision from idea to defended thesis	12 hours=1.5 weekday for ARK, AKS and EGY; 20 hours=2.5 weekdays for OST
Assistant supervisor MA thesis	Assistant supervision from idea to defended thesis	36 hours=4.5 weekdays for ARK, AKS and EGY; 48 hours=6 weekdays for OST; to be divided per agreement between main and assistant supervisor
Course responsibility	Planning teaching according to syllabus, set up course in Studium, assist in examination, writing report	Varies; see separate sheet on courses and hours
Organiser of workshops or conferences	In applicable cases	Negotiate hours with head of department <i>or</i> 1-5 credits
Commissions of trust	Member of boards and committees	See Table 2

The BA and MA courses offered by AAH and responsible instructors are listed in an overview document called the “teaching-sheet” (“lakanet”) found in Medarbetarportalen. If you are interested in teaching on a particular course, find out who was the main instructor last time the course was offered; the chances are high that he or she will be responsible the next time as well. Look at the syllabus of the course in Studium and the schedule the last time the course ran. Think what you could contribute with to the course. Discuss the matter with your main supervisor and send a message to the main instructor and the director of study and ask if they can fit you into the schedule.

The directors of study normally assign teachers responsible for the courses in April and the academic year starts in late August or early September. The ideal time for a PhD student to get involved in the teaching of a course during the upcoming academic year is therefore in April. It enables the directors of BA and MA studies as well as responsible teachers to include you in the package of lectures and seminars in the schedule before it is made available for students.

A PhD student can be a supervisor on a BA or assistant supervisor on a MA thesis as well. BA theses are normally written in Swedish, while MA theses are roughly evenly divided between Swedish and English. If you want to be an assistant supervisor for an MA thesis, contact the instructor responsible for the course *The Craft of Research* that starts at the beginning of the fall semester each year and the director of MA studies. If you want to be a supervisor or assistant supervisor for a BA thesis, contact the instructor responsible for the course *Problemsformulering och vetenskapligt skrivande* that starts at in March each year and the director of BA studies.

2.6. Different Roles and Responsibilities

You will undoubtedly have much contact with your supervisors, but they are not the only persons available to help you complete your PhD training and navigate your employment at AAH. There are different roles and responsibilities, some of which are listed in an abbreviated form below.

Table 4. Different roles at the Department of Archaeology and Ancient History (AAH)

Role	Responsibility
Main supervisor	Senior academic mentor, teacher and examiner of most coursework
Assistant supervisor(s)	Auxiliary academic mentor and teacher
Director of PhD studies	Procedures, guidelines, prolongations, arbitrator
HR staff	Employment, computer, Studium, Ladok, Primula
Head of department	Finances, organization, procedures
Chair of PhD association	Advice, monitoring PhD student rights
Higher seminar	Feedback on texts and ideas; peers
Safety officer	Physical work environment
Equal opportunity group	Social work environment

3. Practicalities

Several documents containing regulations and policies valid for all staff are found in Medarbetarportalen. The folder HR Policydokument contains some useful texts for newly employed staff. PhD students are particularly advised to look at the documents in the folder Forskarutbildning (PhD training).

The department expects all academic staff to actively participate in the research environment and in the collegial responsibilities and duties in representational boards/activities at UU. Staff are expected to be present at the department (at either of the two campuses) on a regular basis, except when undertaking fieldwork or other kinds of intensive data collection away from the university. If the activities allow it and with the agreement of the head of department, you may be permitted to work from a location other than the regular workplace during other periods as well (UFV-PA 2022/4983).

3.1. Employment and Social Benefits

PhD students are staff undergoing training. The source of funding for studies varies. It may come internally from UU via the faculty, or externally from funding bodies such as EU, SIDA or a foundation. PhD students funded by the faculty are funded for four years. PhD students externally funded are often only granted funding for three years. In this case, AAH covers the fourth year by internal funding.

AAH also has PhD students whose admission is regulated by contracts with SIDA through training programmes, so called “sandwich programmes”. Such PhD students are admitted on the basis that they will be employed at the home department and salaries will be negotiated and paid from here. The PhD students will spend 4-6 months per year at AAH and receive a bursary equivalent of a net PhD salary during these periods.

On rare occasions, PhD candidates may be funded by an external scholarship if it amounts to or exceeds the monthly net income of the starting salary of a PhD student. If the scholarship does not cover four years, AAH covers the fourth year by internal funding. Funding through scholarships do not entail the same social benefits as regular employment. It is the responsibility of the head of the department to inform a PhD student about these differences before admittance to a PhD programme.

A PhD student may be employed for a maximum of eight years, but for no more than the equivalent of four years net study time. Sick leave, leave of absence, maternity or paternity leave, commissions of trust, agreed upon teaching and departmental work will result in prolongation. Net study time includes PhD thesis work, coursework and participation in higher seminars.

The salary is fixed according to agreement between UU and unions. Salary is typically paid out on the 25th of the month. There are salary rises after 50% and 80% completion of the PhD programme based on net study time. Should the PhD student in significant ways deviate from the agreements detailed in the ISP, the raises may be postponed. Because of constantly shifting circumstances, it is difficult for HR staff to monitor when the 50% and 80% net study time thresholds are passed and need help from the main supervisor to monitor this.

If you are newly arrived in Sweden, read about various social benefits at the web pages of Försäkringskassan. Plan for the end of your employment already from the start of your studies. Although not mandatory, it is highly recommended that you sign up for an unemployment insurance (“A-kassa”) and study unemployment regulations. Also think about whether or not to join a union (most do in Sweden) to get help and support if needed. If you have an unemployment insurance, you can receive financial support when your employment is over, while searching for a job. As a university employee, you are also covered by “Trygghetsstiftelsen” that facilitates employments for state employees whose contract has run out. The support you can get is an income supplement or an unemployment benefit that supplements your basic unemployment insurance.

3.2. Workplace and Standard Equipment

As a PhD student, you will be provided with a workspace, usually in a shared room, a laptop, necessary software and an UU e-mail address. You will get a key to your room and a card that gives you access to the campus, allows you to print or copy documents, and it works as a library card as well.

The PhD student, like other staff members, is expected to make his or her workplace available when away for fieldwork or other studies for longer than one month during term time.

It is important that you save all your computer files in a work-folder on an UU server and *not* on the local hard disk drive of your laptop. If you are unsure, check with IT-support (itsupport@uu.se) that your files are stored correctly.

PhD students are both staff and students and therefore there are two e-mail accounts connected to you. You will use the staff account most frequently, but some messages might come to the student account. You can active the student account on address konto.weblogin.uu.se.

3.3. Internal Grants

Each PhD student may claim up to 50.000 SEK for a maximum of four years. This is to support presentations at conferences, fieldwork, or analysis. Specialized equipment may be purchased by HR staff if the equipment is necessary for undertaking the research project and not already available at the department. The funds cannot be used to buy books or for printing costs (see instead A3.1). If you feel uncertain about an expenditure, ask the head of the department. A PhD student that can obtain other grants or external funding for the same purpose is expected to use these as a first option. Announcements of other university grants are sent out regularly through the e-mail list and can be found at www.uu.se/student/stipendier.

3.4. Sickness, Parental Leave and Vacation

The online system Primula enables employees to self-report applications for vacation and other leaves of absence, travel reports, sick leave (also single days), return-to-work notifications (RTW), wellness subsidy and healthcare allowance, etc. Familiarize yourself with the system already at the beginning of your employment. If you do not know how to fill out an application, ask HR staff at AAH.

If you do not register sickness or leave of absence in Primula, it is not possible to get prolongation for days you have not worked at the end of your employment.

3.4. When Travelling

Travel must be registered in Primula and approved by the head of department. Like other staff, PhD students are insured through Kammarkollegiet. See more detailed information in the staff handbook in Medarbetarportalen. Expenses during fieldwork, conference participation, or study trips are claimed through Primula.

4. Finishing the PhD

4.1. A Roadmap to Finishing

4.1.1. Detailed Workflow

It is a good idea to sit down with your supervisors and make a very detailed and realistic time plan for the last 12 months of employment. The director of PhD studies can also be of assistance. The best way to do this is to count backwards from a preliminary or imaginary date when you and your supervisors believe you will be ready to defend your PhD thesis. How much time can be allotted to every step between this date and where you are right now? If one deadline fails, how can this be compensated? Which steps can you and your supervisors influence and which are outside your control? While you know best what hurdles you must overcome in the authoring of the thesis, Appendix 3 contains a detailed description of other things to think about and why. Appendix 4 is a checklist that summarizes the same information. PhD students and main supervisors disregard these reminders at their own peril.

4.1.2. Exit Talks

Finishing a PhD is transformative in more than one respect. You will gain academic credentials and freedom to pursue whatever career you want, but lose a departmental context that you have grown accustomed and perhaps even attached to. The solution is to formulate plans already a year before you finish. Some PhD students have had a leave of absence from another job that they will return to while others have no idea what to do next. Part of the solution is to talk to PhD colleagues, your supervisors, the director of PhD studies or other staff at AAH you trust. All have been, are, or will be in the same situation, some at multiple occasions during their careers.

4.2. Delayed?

Ideally, the end of employment and PhD defence converge in time. A PhD student that defends the thesis before the employment ends retains the employment until the contract ends. Should the employment end before the thesis is defended, the PhD student will retain office space until thesis defence or for 12 months, whatever comes first. This is under the condition that the PhD student submits a revised ISP and works minimally 25% of full time (ARKEOLOGI 2023/16).

Should thesis defence be delayed for more than 12 months after the employment ends or thesis work be lower than 25% of full time, access rights to AAH may be changed to office hours (8 am-5 pm). Workspace at AAH will be provided only if possible.

Since supervision is planned to encompass four years of full-time studies, a PhD student cannot demand supervision after this period. It nevertheless lies in the interest of both the PhD student and AAH that the thesis is successfully completed and most supervisors will therefore offer limited mentoring if they notice continued progress.

It is the responsibility of the PhD student to submit an ISP and report activity to the course administrator or director of PhD studies also after four years of full time studies.

4.3. Withdrawn Resources and Termination of PhD Training

If a PhD student seriously neglects his or her commitments as set out in the ISP, resources for PhD training can be withdrawn. Withdrawal of resources is a serious step that requires careful examination. Decisions are made by the vice-chancellor at the request of the faculty board and after a proposal by the head of the department. The PhD student will be kept informed during the process and has the right to be heard before decisions are made.

Termination (“avbrott”) of PhD studies can only occur if the PhD student applies for this. Such a decision is, in effect irreversible, in that renewed studies entails a new application for admission. The director of PhD studies has the form that needs to be filled out.

4.4. After Finishing a PhD Programme

As an alumnus of AAH and UU, you are our best ambassador. You are welcome to continue engaging in our higher seminars and other activities. We recommend you affiliate yourself with the Junior Faculty Club at UU. You can also subscribe for job advertisements from UU and other universities. If you have an unemployment insurance, you will receive support while you are actively applying for jobs.

Appendix 1. Roles and Expectations in Supervision

Perhaps the single most determining factor for the successful completion of a PhD programme is how well supervision works. Since all PhD students have diverse requirements, it is counterproductive to detail what supervision must or even should look like. Some suggestions what to think about are nevertheless offered below.

A1.1. Growing as an Academic

A PhD thesis is the result of academic research carried out independently. It should result in conclusions drawn from an analysis of new data, by conceptualising old data in a new way, or a combination thereof. A PhD student should show an ability to contextualise conclusions in relation to a relevant field of research. The PhD programme allows a PhD student to practice these skills, but also offers opportunities to build other skills related to a future career. These include (but are not limited to):

- Assessing research in relation to ethical principles and guidelines (Appendix 2)
- Learning how to receive and give constructive feedback (peer-review)
- Assuming representational roles
- Organising seminars and workshops/conferences
- Pedagogical training and teaching
- Familiarizing yourself with research funding systems
- Developing different kinds of writing skills
- Presenting research in conferences
- Presenting research in non-academic venues
- Building a collaborative academic environment
- Building a personal academic network
- Setting realistic deadlines and revise them when conditions change
- Learning to know yourself and seek help in time when needed

A1.2. Advice to PhD Student

- Build trust and commitment with your supervisors. They want to share expertise and experience.
- Make a detailed time plan for your thesis work and set dates for tasks and submission deadlines. A Gantt chart will maintain a bird's eye view of your thesis project. It will help you visualise remaining work in relation to available time and allow you to make sometimes painful priorities and decisions.
- Set many small achievable and measurable goals that will allow you to feel good about yourself at the end of the week instead of the semester or year.
- Follow agreed upon deadlines and text submissions to your supervisors. If you have not gotten as far as originally thought, submit what you have and take the opportunity to specify and reflect upon problems.

- Remember that you are in a learning and knowledge process; use your supervisors to stimulate that process. Listen carefully to advice offered but do not lose your integrity as an author or researcher.
- Document supervision meetings.

A1.3. Advice to Main Supervisor

- Build trust and commitment with your PhD student. He or she wants to develop skills and understanding.
- Your role is to guide in the overarching formulation of the thesis topic, aims and research questions, and assist with the selection of source material, methods, and theoretical framework. The best approach to this is to listen first and talk later.
- Assist in the construction of a realistic time plan for coursework and thesis writing and offer advice in setting of priorities. Formulate, revisit and adjust the yearly ISP together with the PhD student. Facilitate reflection on reasons for discrepancies between yearly goals and achieved results.
- Monitor the research process, offer constructive feedback on texts and assess quality.
- Set regular meetings; do not end a meeting before setting a date and purpose for the next.
- Inform assistant supervisor of progress and important decisions.
- Concentrate on skill development, research questions and career building; leave questions about employment and prolongation to HR, head of department or director of PhD studies.
- Document supervision meetings.

A1.4. Advice to Assistant Supervisor

- Build trust and commitment with the PhD student. He or she wants to develop skills and understanding.
- Your role is to add specialist and in-depth knowledge in a particular field, method or conceptual framework. The best approach to this is to listen first and talk later.
- Inform yourself about the agreed upon time plan and offer input where needed. Note changes in the ISP.
- Attend supervision with main supervisor and PhD student as often as you can. Joint supervision is more effective and constructive than individual meetings.

A1.5. Establishing Ground Rules for Supervision

As mentioned at the beginning of this chapter, supervision may vary between different constellations of PhD students and supervisors. One way to establish some kind of mutual understanding of expectations is to look at and discuss various tasks and grade who's responsibility it is to see them through. Print Table 5 on the next page in two copies, fill them out separately and compare. What are the most striking points of agreement and disagreement? Why is that do you think?

A1.6. PhD Student and/or Supervisor Responsibilities

Table 5. Selected tasks and responsibilities in PhD training. On a scale from 1-5 (1 being low and 5 being high), indicate how much responsibility you think the PhD student and the supervisor have for each task. Complete the form independently, and then compare your results with the student/supervisor(s).

Task	PhD student					Supervisor				
Definition of the PhD thesis topic and questions	1	2	3	4	5	1	2	3	4	5
Informing about necessary arrangements and rules	1	2	3	4	5	1	2	3	4	5
Designing coursework and selecting sources	1	2	3	4	5	1	2	3	4	5
Arranging fieldwork/internship	1	2	3	4	5	1	2	3	4	5
Obtaining funds for fieldwork and other research activities	1	2	3	4	5	1	2	3	4	5
Broader academic training	1	2	3	4	5	1	2	3	4	5
International exposure (e.g. conferences and study visits)	1	2	3	4	5	1	2	3	4	5
Scheduled meetings between student and supervisor	1	2	3	4	5	1	2	3	4	5
Making contact in times of need, or if assistance is required	1	2	3	4	5	1	2	3	4	5
Collegial environment with fellow PhD students	1	2	3	4	5	1	2	3	4	5
Effective working relationship between supervisor and student	1	2	3	4	5	1	2	3	4	5
Obtaining permissions to study materials, carry out analysis and/or reproduce illustrations in print	1	2	3	4	5	1	2	3	4	5
Ensuring that the PhD thesis will be of an acceptable standard when examined	1	2	3	4	5	1	2	3	4	5
Setting up deadlines and steppingstones	1	2	3	4	5	1	2	3	4	5
Career development	1	2	3	4	5	1	2	3	4	5
Ensuring that progress is on schedule	1	2	3	4	5	1	2	3	4	5
Establishing and revising ISP	1	2	3	4	5	1	2	3	4	5
Attending higher seminar	1	2	3	4	5	1	2	3	4	5
Presenting at higher seminar	1	2	3	4	5	1	2	3	4	5
Following ethical guide lines (Appendix 2)	1	2	3	4	5	1	2	3	4	5

Appendix 2. Ethical Guidelines

A2.1. Principles

AAH follows the The European Code of Conduct for Research Integrity (allea.org/code-of-conduct) and UU guidelines (mp.uu.se/web/info/forska/etiskafragor/grundlaggande-riktlinjer). The principles guide researchers in their work as well as in their engagement with the practical, ethical and intellectual challenges inherent in research. It is well-spent time to read the texts and discuss how different challenges can appear in PhD thesis work. The core principles are:

- *Reliability* in ensuring the quality of research, reflected in the design, the methodology, the analysis and the use of resources.
- *Honesty* in developing, undertaking, reviewing, reporting and communicating research in a transparent, fair, full and unbiased way.
- *Respect* for colleagues, research participants, society, ecosystems, cultural heritage and the environment.
- *Accountability* for the research from idea to publication, for its management and organisation, for training, supervision and mentoring, and for its wider impacts.

Doctoral students, researchers, and teachers at AAH must follow the legislation on research ethics and insightfully applying ethical principles in their work. A good introduction to the subject is found in U. Görman, *Guidelines for the Ethical Review of Research within the HT Faculties*, Lund University, 2021. The text is found in Medarbetarportalen together with a selection of other documents on research ethics and transparency. For any specific questions, please consult your supervisor or relevant member of staff.

Appendix 3. A Timeline During the Last Year

A3.1. Budget Control (12 Months Ahead)

All production costs of a PhD thesis not covered by the AAH flat rate and external funding received must be approved by the head of department. It is the joint responsibility of the PhD student and main supervisor to retain financial control of the production costs.

AAH receives a sum for all costs involved in the thesis defence. The money should cover travel and accommodation for the opponent and members of the examination committee, the remuneration to the opponent, the booking of venues and the production of the PhD thesis. Only 23.000 SEK are available for thesis production. This includes language corrections of the text (if needed), layout and printing of the thesis. If the production cost exceeds the AAH flat rate, there are two options: revise the budget or find additional funding. The latter may take up to 12 months.

A revised budget can entail printing a lower number of copies. All PhD students can make their studies available as open access via DiVA and most use this opportunity. This ensures that the PhD thesis will be properly stored and made easily available in the future. For the defence, you need minimally 60 copies. These cover the needs of UU and AAH and leaves you with around 20 copies for your personal use.

The need for language improvement (spelling, grammar, phrasing, etc.) varies a lot between different PhD students. Discuss what help you need with your main supervisor. When time allows AAH staff do language correction, but it has to be agreed upon with the head of department. A person outside UU who does language corrections needs to have a registered company.

In order to apply for extra funding, you and your supervisor need a cost proposal from a printing company. Most PhD students use Avhandlingsproduktion for the production of their thesis. It is not mandatory, but recommended. Avhandlingsproduktion specialises in this type of publication and is therefore better informed of the requirements and the workflow during the last weeks of production. Their webpages are found at www.uu.se/publish/thesis-support. They will ask you if you will deliver a pdf-file for printing or if you need help with layout of the PhD thesis. The latter option is costly. The most efficient way to maintain budget control is to do the layout of your thesis yourself or ask a friend to help you. There are different templates available via Avhandlingsproduktion.

A3.2. Final Seminar and Salary Ladder (12–6 Months Ahead)

A final seminar must be held 6–12 months before the official defence of your PhD thesis. The final seminar allows you (and your supervisor) to get constructive feedback. It mimics the official defence in that an external remunerated reviewer with good knowledge of the research field evaluates the manuscript. Note that the appointed reviewer cannot act as the opponent in the final thesis defence. The main supervisor or director of PhD studies chairs the seminar.

AAH offers the external reviewer 5000 SEK for the work (50% of the sum the opponent in the thesis defence receives). Depending on the costs for travel and accommodation of the reviewer, the seminar may take place either via Zoom or at AAH. If the reviewer lives outside

Sweden and there is a strong wish to bring him or her to Uppsala or Visby, the main supervisor should discuss possible options with the director of PhD studies.

After discussion with the PhD student on a suitable reviewer, the main supervisor is responsible for contacting the reviewer and for making all practical arrangements, including booking of venue and informing the reviewer what is expected of him or her.

The reviewer should get the manuscript three weeks before the final seminar takes place. During the seminar, the reviewer assesses the quality of the manuscript and make recommendations for additions or alterations, both verbally during the seminar and in short written form afterwards. It is recommended that you have all parts of the thesis finished for the final seminar, but still leave enough time between the final seminar and the thesis defence to allow for changes. The final seminar typically results in several recommendations for changes and additions. It may entail anything between a few up to 12 months of additional work depending on the original state of the manuscript.

A PhD student is entitled to a salary rise after having completed 80% of the PhD programme. Calculated in time, it is after 38.4 months (3.2 years) of full-time work on courses, PhD thesis and higher seminar participation (and thus excluding prolongations and periods of absence). Usually, it is around the time of the final seminar. It is the responsibility of the main supervisor to report when this threshold is approaching to HR and the director of PhD studies.

A3.3. Booking of Date and Permission Application (7–5 Months Ahead)

Between 7 and 5 months before you and your supervisors believe you are ready to defend your thesis, it is time to set a date and a backup date for the event, in Swedish called “disputation”. It is a public event where a reviewer, in Swedish called “opponent” (you are the “respondent”), and an examining committee (“betygsnämnd”) assesses your thesis and decide if it should pass.

It is the responsibility of the PhD student to book the date for the thesis defence. You do this online at disputationsbokning.uu.se. The PhD defence cannot take place between June 15 and August 15 and only one defence may take place simultaneously within the faculty.

You book a first choice date and a second choice date 4–6 weeks later. The second choice date will allow you to proceed even if you encounter problems at the final stages (e.g. that more changes or amendments than anticipated are needed or that language corrections or printing takes longer than expected).

PhD students that write a compilation thesis (“sammanläggningsavhandling”) need to acquire permission to reproduce already published papers in the thesis. Be sure to receive a written permission and send a copy to your main supervisor.

A3.4. Opponent, Examining Committee, and Venue (7–5 Months Ahead)

It is the responsibility of the main supervisor to contact the opponent and the three members in the examination committee. The opponent cannot be the one that reviewed the manuscript during the final seminar. The opponent needs to hold a PhD, but does not need to be a senior lecturer (“docent”) or professor.

The three members of the examining committee must be senior lecturers (“docenter”) or professors. A reserve should be appointed if one of the regular members becomes sick. At least one of the committee members must be from another faculty or another university. The majority of the committee members must be from outside the department to which the PhD student belongs. Typically, AAH asks one member within the faculty staff and two persons outside UU. Not all members of the examining committee can be of the same gender. The

main supervisor should be careful in communication to point out that formally, it is the faculty that appoints the opponent and committee members; first contact is a preliminary inquiry. The committee members select a chair among themselves.

The main supervisor needs to fill out the form “Beslut of opponent, betygsnämnd och ordförande vid disputation” and submit it to the director of PhD studies. He or she will control that the proposal follows regulations and send the form to senior faculty staff for approval by the dean. The application will only be approved if all required coursework is done.

It is also the responsibility of the main supervisor to book the venue for the thesis defence. It includes not only a large room for the public defence, but also a small room for the examination committee where they can sit during their deliberations after the defence.

A3.5. Read Up and Request a Time Plan (4 Months Ahead)

Read up a bit on mp.uu.se/sv/web/info/forska/forskarutbildning/humsam/histfil about PhD defence. This is something that both the PhD student and main supervisor should do. The PhD student should also contact the printing company of the thesis. If you use Avhandlingsproduktion, read up on their webpage and request a time plan of your thesis.

A3.6. Internal Reviewers at AAH (3 Months Ahead)

It is not enough that you and your supervisors agree that your PhD thesis is finished. You have all grown so accustomed to the text by now that you need help to look at the study anew, this time by two internal reviewers at AAH. At the request from the main supervisor, it is the responsibility of the director of PhD studies to appoint the reviewers after a discussion in the supervisors' collegium.

It is the responsibility of the PhD student to send the thesis to the two reviewers. The reviewers will evaluate if the thesis is ready to go into print or not. Appendix 5 offers help in their sometimes difficult task. At a joint meeting with the reviewers and the supervisors, you will get detailed feedback. Based on the nature of that feedback and your estimate of how much additional time is needed, you have three options. You can aim for the first choice date in the booking calendar, the second choice date in the booking calendar, or cancel both dates and set new ones. Note that two months before the first choice date, the second choice date will be automatically deleted from the booking calendar.

It is the responsibility of the PhD student to cancel or reschedule bookings. It is the responsibility of the main supervisor to inform the director of PhD studies, opponent and examination committee members of changes. If someone cannot reschedule, a new form needs to be filled out and approved by the faculty.

A3.7. Travel, Accommodation and Instructions (8 Weeks Ahead)

It is the responsibility of the main supervisor to arrange travel and accommodation for the opponent and examination committee members. HR can be of assistance. The opponent needs to fill out a form that HR provides to claim the 10.000 SEK remuneration. AAH offers travel, one lunch for the opponent and examination committee members and one night in a hotel.

This contact is valuable in that it allows the main supervisor also to inform the opponent and examination committee members what a PhD thesis defence at UU consists of and what their expected roles are. Some opponents have never done this and the customs vary between different countries and universities. The opponent should summarize the thesis and engage in a discussion where perceived strengths and weaknesses of the thesis become apparent. The

opponent does not decide if the thesis passes or fails. The examination committee members are encouraged but not obliged to ask some questions at the end of the defence and required to decide if the thesis has passed in a meeting afterwards. An example of text to use in this communication is found in Medarbetarportalen.

A3.8. Printing the PhD Thesis (7 Weeks Ahead)

It is the responsibility of the PhD student to communicate with the printing company and follow the deadlines. These may vary slightly but typically consist of:

- Submission of manuscript (7 weeks ahead)
- Submission of corrections (6 weeks ahead)
- Approval of print proofs (5-4 weeks ahead)
- Delivery (27-22 days ahead)

A3.9. Send PhD Thesis to Opponent and Examination Committee (5 Weeks Ahead)

The opponent and the examination committee members must have the PhD thesis no later than five weeks before the defence. Use the most up-to-date PDF-file if the printed book has not arrived and can be posted to arrive at the recipients in time. It is the responsibility of the main supervisor to send the thesis to the opponent and examination committee. If a digital file is distributed initially, the printed study must be sent as soon as available.

A3.10. Making the Thesis Available – “Spikning” (3 Weeks Ahead)

It is the responsibility of the PhD student to make his or her PhD thesis publicly available (called “spikning” in Swedish) minimally three weeks before the defence takes place. This entails the PhD student registering the thesis in DiVA and bringing 7-10 copies of the dissertation to the university library. Although not mandatory, the occasion is often also celebrated by the PhD student literary nailing the study to a billboard and offering some refreshments to friends and colleagues at AAH.

You know best which persons are most likely to take a scientific interest in your study. Make a list of 5-15 departments/libraries/museums/institutions/distinguished scholars to whom you would like to send your thesis. Make sure that you include on the list all the departments in Sweden that offers education in the discipline to which you belong. Show the list to the director of PhD studies who will approve it and instruct you how to send. Remember that if you have made your thesis available as open access on DiVA, the list may not have to be quite as extensive as initially imagined. Many people find digital publications very convenient.

It is the responsibility of the main supervisor to announce at the higher seminar and via e-mail about the upcoming PhD thesis defence and provide a link to the DiVA-entry.

A3.11. Audio-visual Help, Examination Protocol, and Refreshments (5–1 Days Ahead)

It is important that the audience hear what the opponent and respondent say during the thesis defence. The opponent often uses a PowerPoint as well. It is the responsibility of the main supervisor to ensure that this works. Supervisors who feel uncertain should arrange so that the

Service Centre on campus sends someone to help during start (Monday-Friday during office hours) or instruct the supervisor (if the defence occurs on a Saturday).

The thesis defence is an event on campus. Should AAH staff in Visby wish to follow the event but are unable to travel to Uppsala, or vice versa, a Zoom address will be distributed to them. It should be noted that in the venue most frequently used in Uppsala (22-0008 Humanistiska teatern), the screen can only be projected in Zoom if this is booked in advance. It is the responsibility of the main supervisor to provide a Zoom address to the Service Centre, should you wish to use this option. It is the responsibility of the PhD student to ask in advance a participant to monitor and moderate the Zoom room during the thesis defence.

The examination committee must sign a protocol after their deliberations. It is the responsibility of the main supervisor to print this protocol and bring it to the thesis defence. The protocol is found online at mp.uu.se/sv/web/info/forska/forskarutbildning/humsam/histfil under the heading “disputation och examen”.

After the thesis defence and during the deliberations of the examination committee, there will be a rather long wait for others attending the event. If a PhD student wants to offer some refreshments and snacks to the attendants, he or she needs to organize this. Likewise, the examination committee members expect refreshments and a snack during their meeting. It is the responsibility of the main supervisor to arrange this.

A3.12. D(efence)-Day

It is the responsibility of the main supervisor to welcome the opponent and examination committee members. If the defence starts in the afternoon, it is a good idea to take them to lunch and, during that lunch, ask if they have any questions about what is about to happen. It is also the responsibility of the main supervisor to arrange for flowers to decorate the table where the respondent will sit and mineral water to both the opponent and respondent.

It is the responsibility of the PhD student to bring roughly 20 copies of the thesis to the defence, so that participants can get a copy if they wish.

Each PhD student that defends a thesis at AAH does it with the backing of the entire department. Embrace discussion, dare to occupy space and try to enjoy the moment. The opponent is a bit nervous as well. The defence normally takes around two hours (but there are no stipulated rules).

The examination committee members, opponent, and main supervisor meet immediately after the defence. If they have not already done so, the committee members will appoint a chair between them. It is their task to decide whether the thesis should pass (godkänd) or fail (underkänd). The opponent and main supervisor are there only to answer possible questions that the committee might have. Before the committee reaches a decision, the main supervisor and opponent must leave the room. The committee documents its decision by filling out a form and the chair signs it.

It is the responsibility of the main supervisor to collect the form and submit it to the director of PhD studies. It is the responsibility of the director of PhD studies to submit the form to the faculty for documentation in Ladok.

A3.13. After Defence

It is the responsibility of the PhD student to apply for an official PhD certificate from UU. You do that online at www2.uu.se/en/students/degrees about a week after the thesis defence.

The Conferment Ceremony (“promotion”) is a non-mandatory degree conferment celebration for those who have received doctorates. It occurs twice every year: the Winter Conferment Ceremony in late January and the Spring Conferment Ceremony in late May/early June. To participate, sign up at mp.uu.se/en/web/info/vart-uu/tradition/doktorspromotion.

It is the responsibility of the PhD student to clear out the office and return the key to AAH no later than one month after thesis defence. Your staff e-mail account will continue to work for 12 months.

Appendix 4. Checklist During Last Year

Timeline	Task	Responsible	Checkbox
12 months	Production budget	PhD student and supervisor	<input type="checkbox"/>
12-6 months	Discuss final seminar with director of PhD studies	Main supervisor	<input type="checkbox"/>
12-6 months	Final seminar with external reviewer	Main supervisor	<input type="checkbox"/>
10 months	Calculate when 80% threshold is reached	PhD student and supervisor	<input type="checkbox"/>
7-5 months	Set first and second choice date for defence	PhD student	<input type="checkbox"/>
7-5 months	Book venues for defence	Main supervisor	<input type="checkbox"/>
7-5 months	Check 60 credits coursework done in Ladok	PhD student and supervisor	<input type="checkbox"/>
7-5 months	Discuss opponent and examination committee	Main supervisor	<input type="checkbox"/>
7-5 months	Approach opponent and examination committee	Main supervisor	<input type="checkbox"/>
7-5 months	Apply for opponent and examination committee	Main supervisor	<input type="checkbox"/>
7-5 months	Submit application to faculty	Director of PhD studies	<input type="checkbox"/>
4 months	Read up on PhD defence	PhD student and supervisor	<input type="checkbox"/>
4 months	Request a time plan for thesis production	PhD student	<input type="checkbox"/>
3.5 months	Discuss internal reviewers	Main supervisor	<input type="checkbox"/>
3.5 months	Internal review	Final reviewers	<input type="checkbox"/>
12 weeks	Meeting PhD student, reviewers, supervisors	Main supervisor	<input type="checkbox"/>
12 weeks	Adjust defence date in light of review	PhD student	<input type="checkbox"/>
12 weeks	Change booking calendar if necessary	PhD student	<input type="checkbox"/>
12 weeks	Contact opponent and committee if necessary	Main supervisor	<input type="checkbox"/>
12 weeks	Change room-booking if necessary	Main	<input type="checkbox"/>
8 weeks	Arrange travel and accommodation	Main supervisor	<input type="checkbox"/>
8 weeks	Inform opponent and examination committee	Main supervisor	<input type="checkbox"/>
7 weeks	Submission of PhD thesis for print	PhD student	<input type="checkbox"/>
6 weeks	Submission of corrections	PhD student	<input type="checkbox"/>
5 weeks	Send print draft to opponent and committee	Main supervisor	<input type="checkbox"/>
5-4 weeks	Approval of print proofs	PhD student	<input type="checkbox"/>
27-22 days	Delivery of printed thesis to AAH	PhD student	<input type="checkbox"/>
27-22 days	Send printed thesis to opponent and committee	Main supervisor	<input type="checkbox"/>
3 weeks	Make the thesis available ("spikning")	PhD student	<input type="checkbox"/>
3 weeks	Bring sending list to director of PhD studies	PhD student	<input type="checkbox"/>
5-1 days	Ask for audio-visual help during defence	Main supervisor	<input type="checkbox"/>
5-1	Drinks and snacks for opponent and committee	Main supervisor	<input type="checkbox"/>
5-1	Drink and snacks for defence audience	PhD student	<input type="checkbox"/>
5-1 days	Print examination committee protocol	Main supervisor	<input type="checkbox"/>
D-day	Welcome opponent and committee	Main supervisor	<input type="checkbox"/>
D-day	Lunch with opponent and committee	Supervisors	<input type="checkbox"/>
D-day	Bring flowers and mineral water to defence	Main supervisor	<input type="checkbox"/>
D-day	Bring 20 copies of thesis to defence	PhD student	<input type="checkbox"/>
D-day	Chair defence	Main supervisor	<input type="checkbox"/>
D-day	Defend thesis	PhD student	<input type="checkbox"/>
D-day	Attend committee meeting but leave	Main supervisor	<input type="checkbox"/>
D-day	Submit signed protocol to director of PhD studies	Main supervisor	<input type="checkbox"/>
+1-5 days	Submit protocol to faculty	Director of PhD studies	<input type="checkbox"/>
+ 7-10 days	Apply for PhD exam	PhD student	<input type="checkbox"/>
+ 1 month	Clear office space at AAH	PhD student	<input type="checkbox"/>
+1 month	Return key to AAH	PhD student	<input type="checkbox"/>
+ months	Conferment ceremony ("promotion")	PhD student	<input type="checkbox"/>
+ months	Toast after conferment ceremony	PhD student and colleagues	<input type="checkbox"/>

Appendix 5. Generic Components in a PhD Thesis

It is difficult to list explicit criteria for what constitutes quality in a PhD thesis, but there are good reasons to outline expected, generic components of a typical study. The components listed in Table 6 below constitute goals that the PhD student, with the help of the supervisors, should strive to reach. When the manuscript is finished, internal reviewers at AAH will read and evaluate to what degree the expectations of each component have been fulfilled.

Table 6. Generic components in a PhD thesis at AAH.

1. Introduction	<ul style="list-style-type: none"> - Includes a problem statement - Makes clear the research question to be addressed - Describes the motivation for the study - Describes the context in which the question arises - Provides a roadmap for readers
2. Previous scholarship	<ul style="list-style-type: none"> - Is relevant and up to date - Shows a command of the literature - Contextualizes the problem - Includes a discussion that is selective, synthetic, analytical, and thematic
3. Theory	<ul style="list-style-type: none"> - Is appropriate - Is logically interpreted - Is well understood - Aligns with the question at hand - Author shows comprehension of the theory's strengths and limitations
4. Method	<ul style="list-style-type: none"> - Is appropriate - Described in detail - In alignment with question addressed and the theory used - Author demonstrates understanding of methods' advantages and disadvantages
5. Data	<ul style="list-style-type: none"> - Sufficient - Representative - Well presented - Intelligently interpreted
6. Analysis and Results	<ul style="list-style-type: none"> - Aligns with the question raised - Is iterative - Shows sophistication - Author expresses insights gained from study - Author expresses study's limitations
7. Discussion and Conclusion	<ul style="list-style-type: none"> - Summarizes the findings - Provides perspective on them - Refers back to introduction - Implications and applications for discipline - Future directions for research