UPPSALA
UNIVERSITET

HISTFILFAK 2023/47

General Study Syllabus in Information Studies

UPPSALA
UNIVERSITET

Established by the Board of the Faculty of Arts on 30 May 2023

Table of Contents

1. Intended learning outcomes and frame of reference for doctoral (third-cycle) education 4
2. Admission Requirements and Eligibility 5
2.1 General entry requirements 5
2.2 Special entry requirements 5
3. Admission and Selection Procedure 5
3.1 Information and advertising of posts 5
3.2 Admission 5
3.3 Selection 6
4. Contents and Organisation of the Programme 6
4.1 The organisation of the programme 6
4.2 Supervision 7
4.3 Individual study plan 7
5. Courses 8
6. Dissertation and thesis defence 8
6.1 Dissertation 8
6.2 Public defence 9
6.3. Licentiate seminar 10
7. Degree 11
8. Adoption and Transitional Regulations 11
9. Additional Regulations and Guidelines 11

General Study Syllabus for Doctoral (Third-cycle) Education in Information Studies

Decision

This syllabus was established by the Board of the Faculty of Arts on 30 May 2023, and takes effect on 1 July 2023**.**

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 doctoral (third-cycle) 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 Information Studies as well as advanced and up-to-date specialised knowledge in a limited area within Information Studies
- demonstrate familiarity with research methodology in general and the methods of Information Studies 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 in the scientific community through e.g. publications, conference presentations and

through continuously keeping up-to-date with current research in (sub)fields of Information Studies relevant for the dissertation.

2. Admission Requirements and Eligibility

To be admitted to doctoral studies, applicants must meet the general entry requirements as well as any specific entry requirements proscribed by the faculty board, and be deemed to possess such capabilities as are needed to successfully complete the programme (cf. HEO Ch. 7 Sec. 35, AFUU Sec. 2, RUF Sec. 4, SFS 2010: 1064).

2.1 General entry requirements

A person meets the general entry requirements for third-cycle courses and study programmes if he or she:

1. has been awarded a second-cycle qualification,
2. has completed course requirements comprising at least 240 credits, at least 60 credits of which were awarded in the second cycle, or
3. has acquired substantially equivalent knowledge in some other way in Sweden or abroad.

The decision to award eligibility according to 3 above cannot be delegated further than the disciplinary domain/faculty board or corresponding body with responsibility for doctoral studies. The faculty board may permit an exemption from the general entry requirements for an individual applicant, if there are special grounds (HEO Ch. 7 Sec. 39, AFUU Sec. 2).

2.2 Special entry requirements

A person meets the special entry requirements if he or she has been awarded a second-cycle qualification in Information Studies or equivalent, or if he or she has acquired substantially equivalent knowledge in some other way in Sweden or abroad (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 on Uppsala University's website (www.uu.se) at least three weeks before the deadline for applications. Moreover, the department website must contain information about the admission procedure, the time when places in doctoral programmes are advertised, the documents that must be attached to applications for admission, the structure of the programme and the funding arrangements for studies.

3.2 Admission

Admission to doctoral education and the allocation of financial support must be done 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 doctoral studentships. However, the faculty board may admit applicants who have some other form of funding for their studies if the board deems that this funding can be guaranteed during the entire period 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 ALM to admit applicants to faculty-funded doctoral education leading to a doctorate, in consultation with the department's department board and department's college of supervisors. Applicants not funded by the faculty (e.g. through externally funded projects, scholarships, etc.) are admitted by the Faculty Board (AFUU 4 §).

In exceptional cases, an applicant may be admitted to a two-year doctoral programme leading to a licentiate degree (120 credits). Admission to a doctoral programme leading to a licentiate degree is done by the Faculty board (AFUU 4 §).

3.3 Selection

Selecting between applicants who meet the requirements is done based on their ability to benefit from the study programme.

The evaluation is also based on earlier study results and other merits; the quality and originality of the proposed dissertation project; the possibility to carry out the project in the time available; and the applicant's independence and ability for clear and effective written communication. The applicant's language skills in Swedish and English are also taken into consideration. Such skills must be adequate for the applicant to be able to participate in the education, communicate orally to a satisfactory degree, read and understand scientific scholarly literature in English, and be able to produce scholarly text in Swedish, Danish, Norwegian or English at the level which is required for successful completion of a doctoral dissertation.

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

The fact that an applicant is assessed as able to transfer credits from prior courses and study programmes or for professional or vocational experience may not 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.

4. Contents and Organisation of the Programme

4.1 The organisation of the programme

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

Doctoral education in Information Studies leading to a doctorate is equivalent to four years full-time study and comprises course work corresponding to 60 credits and a doctorate thesis corresponding to 180 credits.

Doctoral education in Information Studies leading to a licentiate degree is equivalent to two years full-time study and comprises course work corresponding to 30 credits and a licentiate thesis corresponding to 90 credits.

Coursework and the work with dissertation are done in parallel. Doctoral students are expected to start their dissertation projects at an early phase of their education. This work is typically reported at

departmental seminars. Supervisors are expected to continuously discuss the progress of studies together with their doctoral students.

4.2 Supervision

At least two supervisors shall be appointed for each doctoral student, one of which will be the principal supervisor with primary responsibility for the student's studies, including dissertation work, and one of which will be assistant supervisor. Supervisors are appointed by the Head of Department. At least one of the supervisors must be permanently employed by the department. All supervisors must have a doctorate degree or equivalent. At least one of the supervisors must have docent status or higher (cf. UFV 2006/1135, RUF Sec. 8). Additional (assistant) supervisors can be appointed in exceptional cases. No later than during their first year as supervisor, principal supervisors must undertake three weeks training for supervisors in the form of the course offered by the university's Unit for Academic Teaching and Learning, or equivalent. This is also recommended for assistant supervisors. The role of supervisor includes the overarching responsibility of the entity responsible for research for ensuring that the research is conducted in accordance with good research practice, as required by Section 5 of the Act on responsibility for good research practice and the examination of research misconduct (2019:504).

Doctoral students are entitled to supervision during their studies unless the vice-chancellor has decided otherwise by virtue of HEO, Ch. 6 Sec. 30. A doctoral student who so requests shall be allowed to change 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. These study plans are approved by the Head of Department on delegation from the Faculty Board, after consultation with the students and their supervisors. A copy of each individual study plan is sent to the faculty office.

The individual study plan must specify the intended degree (doctorate, licentiate or both); a timetable for the doctoral student's studies; the funding plan for the entire programme; planned teaching, teacher training and/or other departmental work; information about how the supervision is organised; a description of the respective obligations of doctoral student and faculty board (or the department on delegation from the faculty board) for the duration of the programme; and anything else necessary in order for the education to proceed efficiently during the duration of the programme.

It should be clear from the individual study plan how, through supervision and other educational elements relating to research ethics in general, and to good research practice and ethical review in particular, the doctoral student will develop the ability to take responsibility for compliance with good research practice in their research

The individual study plan is reviewed at least once a year by the doctoral student and his/her supervisors. The period of study may only be extended if there are special grounds for doing so. Such grounds may comprise leave of absence because of illness, leave of absence for service in the Swedish defence forces or an elected position in a trade union or student organisation, or parental leave. The doctoral student, the principal 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 that have been made to it (cf. SFS 2010: 1064, HEO Ch. 6, Sec. 29).

Until the university provides a digital solution for this, the individual study plans must be drawn up using the special form that can be downloaded from the faculty website. For more information on how the individual study plans are followed up, please see *Guidelines for Doctoral Education at the Faculty of Arts*, HISTFILFAK 2023/8.

5. Courses

The doctoral programme in Information Studies comprises course work worth 30 academic credits obligatory courses and 30 academic credits elective courses. Third-cycle education completed with a licentiate degree comprises course work worth 30 academic credits obligatory courses.

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 course includes elements relating to good research practice. The doctoral student will take the course during their first year on the programme unless there are extraordinary circumstances preventing this.

“Academic competences in information studies”, 5 academic credits. Course consists of individual course components, which are examined during the doctoral education.

“Theory and method in information studies”, 15 academic credits.

“Other elective courses”, 32.5 academic credits. Half of the elective courses are expected to be provide in-depth and current specialist knowledge within a limited part of the research field with a clear relevance to doctoral student’s research task and the discipline of Information Studies. Half of the elective courses are expected to provide broad knowledge within – and a systematic understanding of – the research field within Information Studies and specific opportunities to contextualize personal expertise and obtain broad knowledge and understanding of and within the broader fields of scholarship.

Third-cycle education completed with a licentiate degree comprises of the same above-mentioned courses Professional Training in the Arts and Humanities, Academic competences in information studies, Theory and method in information studies and Other elective courses, 2.5 academic credits.

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.

Supervisors and the doctoral student plan together in consultation with the director of studies the order in which the courses are taken and how they are to be completed.

Every course within a doctoral programme is examined orally or through a written test or assignment. Each 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 docent status.

Doctoral students can read courses at another HEI and may in some cases, if the supervisors approve, have all or some of the credits from these courses transferred to the doctoral programme. The same applies to faculty courses or courses at another faculty at Uppsala University.

6. Dissertation and thesis defence

6.1 Dissertation

A doctoral dissertation can take the form either of a monograph, i.e. an integrated, coherent scientific study, 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. In the case of joint

authorship, it must be possible to distinguish the work that has been done by the doctoral student so that it can be tried against the Qualifications Ordinance (AFUU Sec. 5). 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 doctoral student's independent role as a researcher.

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 (HISTFILFAK 2023/8).

6.2 Public defence

The public defence is regulated in HEO, Ch. 6, AFUU, Sec. 5 and RUF, Sec. 11.

The doctoral thesis must be orally defended at a public defence. The time and place for the defence is set by the dean of the faculty. Doctoral defences and licentiate seminars take place during the semester and during the summer recess, with the exception of the period 15 June to 15 August.

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

The defence must be announced at least three weeks ahead of time through digital publication of the submission notice. Shorter periods of availability for a doctoral thesis may be granted by the dean, but only in exceptional circumstances (cf. UFV 2009/1993, RUF Sec. 9). The period from 15 June up to and including 15 August may not be counted as part of the period of availability. The submission notices (the so-called "spikblad") must be published electronically. In the case of compilation theses, the introductory chapter should be published openly in electronic format.

To enable satisfactory review of the thesis, it should be published at least three weeks before the public defence of the thesis and 10 printed copies should also be deposited with the University Library at this time (see RUF, Sec. 9; *Guidelines for Doctoral Education at the Faculty of Arts*, HISTFILFAK 2023/8). The department is responsible for ensuring that the thesis is distributed in a suitable manner to every department in Sweden with research and doctoral education within the subject area of the thesis. 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 thesis must be published, printed and distributed so as to adhere to the effective time of study.

The defence is headed by a chairperson. The chairperson at the defence is normally a teacher from the department's college of supervisors. The chairperson must be employed at Uppsala University at the time of the defence. There must be an external reviewer (opponent) present at the defence. The external reviewer must have a doctoral degree.

The grade awarded to a doctoral thesis is decided by an examining committee specially appointed for each individual thesis. The examining committee must consist of three or five members. In cases where the committee consists of three members, a reserve should be appointed. The members of the examining committee must have docent status of higher. Exception from this requirement may be granted by the dean upon request from the department. At least one of the committee members must be from another HEI. The majority of committee members must be taken from outside the department to which the doctoral student belongs. The external reviewer and the members of the examination committee must be well acquainted with the subject matter of the thesis as well as with what is required for a thesis to receive a passing grade. A person who has served as reviewer at the final seminar, licentiate seminar or half-time seminar cannot act as external reviewer or examining committee member at the thesis defence. The same applies to a person who has been part of the

examining committee at the licentiate seminar. Examining committee members should normally represent different legal genders. The dean 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 must be filled in electronically (not by hand) and be signed by the Director of Doctoral Education before submission to the faculty office.

The committee must appoint one of its members as chair. The external reviewer and the supervisors have the right to participate in the meeting of the examining committee and join in the discussion, but must not be present for decisions. The same is true for the chair of the defence. The examining committee is in quorum when all members are present.

A doctoral thesis will be awarded the grade ‘pass’ or ‘fail’. When deciding on the grade, members of the examining committee should take into consideration both the thesis and the defence. The opinion on which the majority agrees will constitute the committee’s decision. If a member of the examining committee has expressed a reservation against the decision of the majority, this is to be noted in the minutes or other decision document, but not on the degree certificate. The committee decides whether to give reasons for its decision (AFUU, Sec. 5 and RUF, Sec. 11).

In the case of a defence where the thesis or the doctoral candidate’s ability to defend it has been given a failing grade, a new defence can take place, provided that the thesis or the doctoral candidate’s ability to defend it has been markedly improved.

All course work must have been completed and graded before the defence, unless there are exceptional circumstances preventing this. The department can apply for exemption from this rule from the dean. Such applications should be appended to the application for appointment of an examining committee.

6.3. Licentiate seminar

The faculty board decides on the format of licentiate seminars (AFUU, Sec. 5).

The licentiate thesis must be defended orally at a public licentiate seminar, which must be announced through the department calendar at least three weeks ahead of time. A period of availability equivalent to that for a doctoral thesis applies for a licentiate thesis before the licentiate seminar. When a student has been admitted with a licentiate degree as the final objective, the licentiate thesis should be published with open access in the University’s publishing platform.

The Head of Department appoints the chairperson, external reviewer and specially appointed examining committee on a proposal from the Director of Doctoral Education. The defence is normally chaired by a teacher from the department’s college of supervisors. One of the doctoral student’s supervisor may act as chairperson. The chairperson must be employed at Uppsala University at the time of the defence. The external reviewer must be a researcher with a doctorate. The examining committee must consist of three members, at least one of whom must have docent status. The examining committee may include the external reviewer, but not the doctoral student’s supervisors. Committee members can be employed at or otherwise connected to the department. The examining committee may co-opt the supervisors to the meeting.

The Head of Department decides on the time and place for the licentiate defence on a proposal from the Director of Doctoral Education.

The licentiate thesis and the defence of it will be awarded the grade ‘pass’ or ‘fail’.

All course work required for a licentiate degree should normally be completed and graded before the defence.

7. Degree

The degree of Doctor of Information Studies is awarded upon the doctoral candidate having completed doctoral education corresponding to 240 credits within the subject of Information Studies and received a passing grade on all course work in the programme, and having written and successfully defended a doctoral thesis that has been awarded a passing grade by the examining committee.

The degree of Licentiate of Information Studies is awarded upon the doctoral candidate having completed doctoral education corresponding to 120 academic credits within the subject of Information Studies and received a passing grade on course work in the programme, and having written and successfully defended a licentiate thesis that has been awarded a passing grade by the examining committee.

After completing doctoral studies, the doctoral student receives a degree upon application to the Student Affairs and Academic Registry Division.

The Vice-Chancellor awards degrees after applications through Ladok.

8. Adoption and Transitional Regulations

This syllabus took effect on 1 July 2023 and has been revised according to superordinate regulations on 30 May 2023**.** The previous syllabus does not apply to doctoral students admitted to the programme later than 1 July 2023. Doctoral students who were admitted to the programme before this date can choose whether to continue to follow the previous syllabus or move to the present syllabus.

9. Additional Regulations and Guidelines

Current statutory regulations and existing guidelines regarding doctoral 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).
- Admission and Grading Regulations for Doctoral Studies at Uppsala University (AFUU), UFV 2022/729.
- Guidelines for Doctoral Studies at Uppsala University (RUF), UFV 2022/728.
- Guidelines for Doctoral Education at the Faculty of Arts, HISTFILFAK 2023/8.