



UPPSALA
UNIVERSITET

THE BOARD OF THE FACULTY OF ARTS

General Study Syllabus in Information Studies

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

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

Decision

This syllabus was established by the Board of the Faculty of Arts on 25 May 2021, and takes effect on 1 July 2021.

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

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

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

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

2.1 General eligibility requirements

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

2.2 Special eligibility requirements

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

3. Admission and Selection Procedure

3.1 Information and advertising of posts

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

3.2 Admission

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

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

The Board of the Faculty of Arts has delegated to the Head of the Department of ALM to admit applicants to faculty-funded third-cycle education leading to a doctorate, in consultation with the department board and department's college of supervisors or equivalent body. Applicants whose funding comes from other means (e.g. externally funded projects, scholarships, etc.) are admitted by the Faculty Board (cf. HISTFILFAK 2020/39).

3.3 The selection procedure

Selection among applicants who fulfil the requirements is done based on their ability to benefit from the programme. The 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 considered able to transfer credits from prior courses and study programmes or for professional or vocational experience may not alone give the applicant priority over other applicants. (cf. Ch. 7 Sec. 41 HEO).

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

4. The Contents and Organisation of the Programme

4.1 The organisation of the programme

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

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

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

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

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.

Courses taken in higher education pedagogy are not included in required coursework.

4.2 Supervision

At least two supervisors are assigned to each doctoral student, one of which bears the primary responsibility for the student's studies, including dissertation work, and one of which serves as assistant supervisor. One of the supervisors must be a permanent employee at the department. All supervisors must have a doctorate degree or equivalent. At least one of the supervisors must have

achieved the rank of associate professor ('docent') or higher (cf. UFV 2006/1135, AFUU Sec. 1). Additional supervisors can be appointed if there are reasons for doing so. Main supervisors must undergo complementary training for supervisors before the end of their first year of supervision. The same is recommended for assistant supervisors. Supervisors are responsible for ensuring that the doctoral student's research is carried out in accordance with good research ethics and scientific probity.

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

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

4.3 Individual study plan

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

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

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

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

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

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

5. Courses

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

Doctoral students with teaching duties should take an academic teacher training course. The course is a part of their department duties.

“Academic competences in information studies”, 7,5 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”, 30 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.

5.1 Examination

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

5.2 Credit transfer

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

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

5.2 Seminars

The doctoral students are required to participate actively at the higher seminar and research seminars in information studies during the course of the entire education. All doctoral students are also required to present their dissertation work at a half-time seminar and a final seminar.

6. Dissertation and Defence

6.1 Dissertation

A doctoral dissertation can take the form either of a monograph, i.e. an integrated, coherent scientific study of some length, or of a compilation thesis comprising scientific articles (normally at least four) which the doctoral student has written on their own or together with someone else. Treatises and articles written by several individuals may be counted toward the doctorate only if it is possible to distinguish the work of the doctoral student so that it may be tried against the Qualifications

Ordinance (AFUU Sec. 6). A compilation thesis should contain introductory or summary chapters, which summarise the results of the appended papers, make it clear how the different studies taken together fulfil the goals set by the Qualifications Ordinance and that they have treated a coherent research problem. They should also clarify the contribution by the doctoral student in these studies.

When appropriate, the above also applies to licentiate theses.

Well in advance before a public defence, the thesis must be reviewed by an external examiner at a final seminar.

6.2 Public defence

The public defence is regulated in HEO, Ch. 6, AFUU, Sec. 7 and RUF, Sec. 11. The doctoral thesis is to be presented and defended orally at a public defence. The time and place for the defence is set by the Dean of the faculty, with the proviso that the defence should take place during semesters or during the summer recess, with the exception of the period between 15 June and 15 August.

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

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

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

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

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

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

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

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

6.3. Licentiate seminar

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

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

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

7. Degree

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

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

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

8. Adoption and Transitional Regulations

This syllabus takes effect on 25 May 2021. The previous syllabus does not apply to doctoral students admitted to the programme later than 30 June 2021. Doctoral students who were admitted to the programme before this date can choose whether to continue to follow the previous syllabus or move over to the present syllabus.

9. Additional Regulations and Guidelines

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

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

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