



**LUND**  
UNIVERSITY

Maj 21, 2018

Department of Archaeology and Ancient History

# Quick reference guide for doctoral students

## **Preface**

This document is the department's quick reference guide for doctoral students. Most of the information has been retrieved from the faculties' documents relating to third-cycle education. Not all of these documents have been translated into English. The guide is meant to serve as a reference guide for doctoral students who have already begun their studies and as an introduction for those who are about to start. I also hope that supervisors will find the document useful to them in their work.

Lund, May 21, 2018.

Martin Hansson

## Brief facts about our third-cycle study programmes

In Sweden, third-cycle study programmes run over a period of four years and they are the highest level of education. It is also possible to obtain a licentiate degree in two years.

A third-cycle study programme is comprised of a total of 240 credits, 1.5 credits per week. The credits are divided between thesis and course work. In all subjects at the Department of Archaeology and Ancient History, the thesis corresponds to 180 credits (three years) and the course work corresponds to 60 credits (one year).

Once you have defended your thesis and completed all the necessary courses, you will be awarded a degree of Doctor of Philosophy (in Swedish *Filosofie doktorsexamen*).

A doctoral student's departmental duties may not exceed 20% of his/her doctoral studentship, for which the period of study is extended with the corresponding amount of time. The most common form of departmental duties is teaching, which is a good experience to have once you have completed their studies.

A doctoral student must have a principal supervisor and at least one assistant supervisor. The principal supervisor needs to have the qualifications of an associate professor or higher.

Calls for applications for doctoral studentships at the Faculties of Humanities and Theology are announced on 1 February each year, but in some cases, there are also externally funded positions that are announced on September 15th. All calls will be published here: <http://www.ht.lu.se/om-fakulteterna/lediga-anstallningar/doktorandanstallningar/>.

To find information about third-cycle studies at the Faculties of Humanities and Theology, please visit here: <http://www.ht.lu.se/en/education/phd-studies/>.

The Swedish Higher Education Authority (UKÄ) has important general information about third-cycle studies in Sweden that can be found here: <http://studera.nu/startpage/doctoral-studies/doctoralstudies/>.

## Organisation

The Department of Archaeology and Ancient History is part of the Faculties of Humanities and Theology at Lund University.

Here is some information about the University's organisational structure and links to different organisations within the University that are of particular importance to doctoral students.

- **Department of Archaeology and Ancient History**  
<http://www.ark.lu.se>
- **Faculties of Humanities and Theology**  
<http://www.ht.lu.se/en/the-faculties/organisation/>
- **Lund Doctoral Student Union**  
<http://www.ldk.lu.se/>

## People

As a doctoral student, you have many people there to support you. If you do not know who holds a certain position of the ones listed below, you can always ask your supervisor. The phone number and email address to each contact person can be found on Lund University's website: <http://www.lunduniversity.lu.se/>.

### At the department

**Principal supervisor.** The main task of the principal supervisor is to give you advice throughout your studies, and he/she can be consulted on practically all matters concerning your education. The principal supervisor must have the qualifications of an associate professor or higher, and be currently employed at the department.

**Assistant supervisor.** You are to always have at least two supervisors: one principal supervisor and at least one assistant supervisor. The assistant supervisor is not required to be currently employed at the department.

**Head of Department.** If you have questions concerning your employment or there are other issues that you do not wish to discuss with your supervisor, please contact the Head of Department who holds the overall responsibility for the activities at the department.

### At the Faculties

**Faculty Coordinator (third-cycle studies).** This person handles most issues concerning your admission employment, extensions and other formalities.

**Pro-Dean (third-cycle studies).** The Pro-Dean is responsible for third-cycle studies at the Faculties of Humanities and Theology, and is chair of the Board for Third-Cycle Studies. This person does not deal with individual matters, but is responsible for overall policy issues.

## **Lund Doctoral Students' Union**

**The Doctoral Students' Ombudsman (DOMB).** The Doctoral Students' Ombudsman (DOMB) is a service provided by the Lund Doctoral Students' Union (LDK). The DOMB is mandated to assist doctoral students at Lund University when they need help concerning third-cycle studies. <http://www.ldk.lu.se/domb/>

## **Nationally**

**The SULF Association of Doctoral Candidates (SDF)** is the part of SULF (The Swedish Association of University Teachers) that works with doctoral students. <http://www.sulf.se/en/sdf/>

## **Documents**

A good starting-point is the faculties' starting page for third cycle studies in English.

- **The faculties' website concerning third-cycle studies**  
<http://www.ht.lu.se/en/education/phd-studies/>

Here you can find a lot information regarding third-cycle education.

## **General syllabi**

Every third-cycle programme has a general syllabus for that specific subject. At the Department of Archaeology and Ancient History there are four third-cycle programmes: Archaeology, Classical Archaeology, Historical Archaeology and Historical Osteology.

All general syllabi at the Faculties of Humanities and Theology are published in both Swedish and English:

<http://www.ht.lu.se/utbildning/forskarutbildning/allmanna-studieplaner/>

## **Individual study plan (ISP)**

The ISP is a document that is specific for each doctoral student. It is a project plan for the third-cycle studies that includes information about what has been completed and what remains to be done and also states the university's responsibility in terms of supervision etc. It is to be printed and signed at least once a year by the doctoral student, the principal supervisor, followed by a signature from the Assistant Head of Department (third-cycle studies), and the Pro-Dean at the faculties. The ISP is a very important tool both for the doctoral student and for the supervisor/s. It is important that you in the ISP make visible how you plan to fulfil the learning outcomes for a degree of Doctor (to be found in the general syllabus for all third-cycle study programmes).

<http://www.ht.lu.se/utbildning/forskarutbildning/individuella-studieplaner/>

## **Funding**

### **Forms of funding**

All doctoral studentships are to be funded for a period of four years, full time. At the Faculties of Humanities and Theology, it is possible to be funded by the faculties, by external means within a project, or by an external employer.

### **Application for an extension**

Doctoral studentships are granted only one year at a time. This means that the doctoral student must apply for an extension of their employment every year. The application is to be sent to the registrar at the Faculty Office (Kansli HT) two months before the appointment expires. In the deadline to apply coincides with a holiday or a leave, the application must be filed in advance. The application is to be made on a special form as directed by the Faculty Office. Please remember that no extension is automatic – the student must apply for it every time.

Extensions due to approved departmental duties, leave of absence, sick leave and duties as a representative within a student organisation of union are to be applied for collectively at the end of the regular appointment period.

More information and the application form can be found on the faculties' website:

<http://www.ht.lu.se/utbildning/forskarutbildning/forlangning-av-doktorandanstallning/>

### **Salary increases**

Those appointed to doctoral studentships receive salary increases at two stages – after completing 120 and 180 credits (that is, when 50 and 75 per cent of their third-cycle programme has been completed). The doctoral student must apply for all salary increases on a special form that is to be submitted to the Faculty Board. The application is to include a Ladok transcript, and the entire application must be signed by the principal supervisor and the Assistant Head of Department.

*The doctoral student is responsible for applying for a salary increase!*

The application form is available on the faculties' website:

<http://www.ht.lu.se/utbildning/forskarutbildning/loneforhojning/>

## **Research promotion funds for doctoral students**

The Faculties of Humanities and Theology offers additional funding to doctoral students who have not obtained their PhDs. The allocation of such funding must be approved by your supervisor. The finance officer at your division is the person who processes such matters, and is the one to contact if you want to know how much funding you are entitled to.

The current amount for doctoral students (employed in 2010 or later) is SEK 25 000, of which SEK 15 000 are reserved for national and international mobility, study visits and conferences.

## **The faculties' travel and research grants**

Every semester, in February and September, the faculties' issue a call for applications for its travel and research grants that offer funding for researchers and doctoral students. Every grant has a specific purpose, which is described in the call for applications. In order to write a successful application, you should consider the following:

- Clearly state how you intend to use the money
- Explain why this is important for your thesis work
- If the grant is to be used to present at a conference, briefly explain what your presentation is about
- Describe what new important contacts you intend to establish during your study visit
- Doctoral students who are closer to obtaining their PhD will be given priority over those who were recently appointed

For more information about the different grants, calls for applications, and to apply for grants, visit: <https://www.staff.lu.se/research-and-education/research-support/travel-and-research-grants/faculty-travel-and-research-grants>

## **Other grants and scholarships at Lund University**

There are also other grants available at Lund University:

<http://www.ht.lu.se/forskning/stipendier-och-forskningsresurser/rese-och-forskningsbidrag/>

## **Third-cycle courses**

A Swedish PhD programme amounts to 240 credits, of which 60 credits are comprised by courses. Different subjects have different demands on what these courses are to entail. Here you will find general information on which types of courses there are. To learn more about the courses that apply to you, please read the general syllabus for your specific subject.

### **Compulsory introduction course**

The Faculties of Humanities and Theology give a compulsory introduction course (7.5 credits) in the autumn. More information about this course as well as other third-cycle courses at the faculties can be found on the faculties' website. The course syllabus for the introductory course is available here: <http://www.ht.lu.se/utbildning/forskarutbildning/forskarutbildningskurser/>

### **Core course and modules**

Every third-cycle programme contains a core course comprised of various modules, amounting to a total of 52.5 credits. Some study programmes include modules that are compulsory, while others only include ones that are selected in consultation with the supervisor/s.

Your supervisor/s or other researchers at the department can put together a specific independent study module according to your field of research, which are often concluded with a paper. A course in teaching and learning in higher education must also be included among the elective modules (see below).

### **Courses in teaching and learning in higher education**

The University offers different courses in teaching and learning in higher education. The introduction course consists of two weeks study (3 credits). The course is mandatory and particularly important for those doctoral students who plan to teach.

<http://www.ht.lu.se/utbildning/personalutbildningar/hogskolepedagogik/>

### **Courses at other departments, faculties and universities**

In consultation with your supervisor, you can take courses at other departments, faculties and universities, in Sweden or abroad. Such studies



may involve a tuition fee, which you must discuss with your supervisor. You may be able to use the faculties' additional funding for this purpose. If the course is offered by a higher education institution other than Lund University, your supervisor or equivalent must arrange for a credit transfer so that these credits are included in your future degree.

### **Credit transfer from a Master's level**

It is possible to transfer credits from previous studies at a Master's level. However, this must be applied for in the original application for appointment to the doctoral studentship. In the general syllabus, this is formulated in the following way:

*At the Faculties of Humanities and Theology, students must apply for credit transfer. The application will only be considered if it is submitted together with an application for admission to third-cycle studies. A decision on credit transfer is taken in conjunction with a decision on admission. Credit transfer normally affects the length of the doctoral studentship awarded in the decision on admission. In conjunction with a proposed decision, the relevant department is to propose the length of the doctoral studentship and any credit transfer.*

### **Seminars**

An important part of third-cycle studies is to participate in research seminars. Doctoral students are expected to actively participate at the seminars relevant to their research subject, but are welcome to attend other seminars as well. Seminar participation is to be included in the individual study plan.

### **Presentation of on-going research**

Doctoral students are expected to present a plan, a Research Proposal for their thesis project at the end of the first semester. Halfway in the process the student must give another seminar, presenting the work done so far, and a plan for the continuing work. This seminar functions as a checkpoint for the doctoral student's progress. At a compulsory final seminar, a preliminary draft of the entire thesis must be presented and discussed. This takes place sometime between 6 and 12 months before the public defence. Normally, the final seminar will include an external reviewer. The department's divisions has different research seminars where doctoral students can present their research.

### **Doctoral thesis and public defence**

The Faculties of Humanities and Theology have formulated instructions on what is to be completed before the public defence. The core information follows below. Follow the link on the page "Doktorsdisputation" for the details [inSwedish] <http://www.ht.lu.se/utbildning/forskarutbildning/disputation/>

**Disputationsrutiner.** Here are all instructions you need to know about the formal requirements in advance of the public defence.

- A form for application of **printing grant**.
- **Instructions for the faculty examiner (both in Swedish and English).**
- Form for **proposal of faculty examiner and examining committee. Examining committee protocoll.** The handling of these two forms are taken care of the supervisor.

## **The doctoral thesis**

The doctoral thesis is the main part of your work as a doctoral student. The thesis can either be written as the more common monograph thesis or as a compilation thesis (consisting of a number of research articles/papers and a summary. In section 5.1 of the Regulations for third-cycle education at the Faculties of Humanities and Theology, these are described in the following way:

1. Monograph thesis – a unified, coherent research study that can be part of a research series or published by a commercial publisher.
2. Compilation thesis – a number of research articles that have been accepted for publication or are of publishable quality, together with a summary that presents the material and research as a coherent research study. Articles with multiple authors may only be included in a compilation thesis if it is possible to distinguish between the respective contributions of the authors.

The choice between writing a monograph thesis or a compilation thesis has to be taken together with the supervisor/s and with regard to the nature of the specific project and the tradition of the discipline.

## **Instructions on procedures before the public defence – in chronological order**

Below you will find instructions on the mandatory procedures before the public defence.

The faculties provide a grant of SEK 25 000 to cover the expenses associated with the public defence, for example, reimbursements for travel and accommodation for the external reviewer and the examining committee. The supervisor, not the doctoral student, is responsible for this.

## **Proposal for an external reviewer, examining committee, and chair of the public defence**

*– at least 6 weeks before the defence.*

The department is to submit a proposal for an external reviewer, examining committee and chair of the public defence.

The proposal is to be submitted to the secretary of the Research Programmes Board at least 6 weeks before the defence. The external reviewer and examining committee must be of course be asked to perform such a duty well in advance; if possible, at least nine months before the defence. The supervisor, not the doctoral student, is responsible for this.

## **Electronic registration of a thesis**

– *at least 4 weeks before the defence.*

The mandatory electronic registration of a thesis is to be done in LUCRIS, at least 4 weeks before the defence, and is to be approved by the faculty secretary.

## **Submission of a doctoral thesis**

– *at least 4 weeks before the defence.*

At least 200 copies must be made of the thesis.

## **Official notification of the date of the defence**

– *at least 4 weeks before the defence.*

The notification of the date of the defence [spikning] is mandatory, for the purpose of making the doctoral thesis, as well as the time and location of the defence, public at least 4 weeks in advance. The doctoral student is to book a time with the faculty coordinator. The doctoral student must also submit 80 copies of the thesis, along with an abstract and a notification of submission to the faculty coordinator. The doctoral student may also provide a list of up to 35 addresses to reviewers, libraries, etc.

## **Notification of the date of the defence at the Department**

As a supplement to the electronic registration and the official notification (Sw. *spikning*) of the date of the defence, the departments perform a ceremony where the doctoral student nails the thesis to a board at the ground floor of LUX.

*Please observe that you your thesis must be submitted at least four weeks before the public defence!*

The faculties' administrative office is responsible for sending the thesis to the external reviewer and examining committee.

## **Printing grant from the faculties**

Currently, the printing grant from the Faculties of Humanities and Theology amounts to SEK 30 000. For theses that are written in a language that is not the first language of the author, there is an additional grant of SEK 15 000. The form for applying for the printing grant is available here: <http://www.ht.lu.se/utbildning/forskarutbildning/disputation/doktorsdisputation/>

## **Publication of thesis and additional printing grants**

The printing grant from the faculties only covers the standard requirements. Some doctoral students may want to print more than 200 copies, or require special printing due to, for instance, photos, or want to publish their thesis through a publisher outside the University. It is the responsibility of the doctoral student to cover all expenses that exceed the faculty grant. However, the faculty grant can be used to partly cover costs for publishing outside the University.

## **Publication of thesis in department series**

Many of the department's doctoral theses are published in one of the departments own publication series. <http://www.ark.lu.se/forskning/publikationsserier/> Each serie has an editor. You can discuss where you want to publish your thesis with your supervisor. The editor of each series makes a decision based on the procedures for quality assurance (seminars, peer-review etc), based on the following:

- The manuscript must have gone through a final seminar with an external opponent. Parts of the final text should also have been discussed earlier during the PhD programme.
- A presentation by the supervisor of the quality of the thesis, both in person and in writing (for the sake of documentation).
- The thesis should have been proofread (both Swedish and English manuscripts).

After the decision is made, you should deliver the manuscript to Media-tryck at least 8 weeks in advance of the date set for the defence. Make an appointment with Media-tryck in advance. The production process at Media-tryck takes about four weeks, including layout and setting of the text.

## **Publication of thesis by external publisher**

There are funders and foundations that offer support to cover the costs of printing (see below). You can also apply for a grant for printing through the faculties' travel and research grants (see above).

Publishers that have published theses from our department:

- Nordic Academic Press
- Vetenskapssocieteten i Lund
- Makadam

Funders and foundations that have donated contributions for the purpose of printing at our department:

- Stiftelsen Lars Hiertas minne
- Crafoordska stiftelsen
- Ridderstads stiftelse för historisk grafisk forskning
- Gyllenstiernska Krapperupsstiftelsen
- Konung Gustaf VI Adolfs fond för svensk kultur
- Elisabeth Rausings minnesfond
- Nordenstedtska stiftelsen

- Stiftelsen Ebbe Kock
- Kungl. Gustav Adolfs Akademien för svensk folkkultur
- Stiftelsen Längmanska kulturfonden
- William Karlssons stipendiefond
- Stiftelsen Hilma Borelius minnesfond
- Åke Wibergs stiftelse

### **Suggestions on how to publish a thesis through a publisher**

Publishing a thesis through a publisher requires more planning ahead than if you were to publish your thesis through the University. Start planning about two years in advance. It may seem like a long time, but it is often necessary.

#### *Two years prior to the defence: make a plan for applications*

When you have completed half of your third-cycle programme, choose about 5–10 funders (for examples, see list above) from which you could apply for printing grants. Make a note of their application deadlines in your calendar (however, this could change from one year to another), as well as the size of the applications of each grant and what they require in terms of documentation (for example, a project description, CV, offers from publishers, references etc.). Now you have a timetable for when to start your printing grant applications. Begin writing on your applications at least two weeks before the deadline. Save the applications so that you have the option of reusing them.

#### *Two years prior to the defence: make initial contacts with publishers*

Choose approximately five publishers of interest to you, and that you believe would be interested in publishing your thesis. At this stage, you do not need to ask them if they want to publish your thesis; however, you should consider the following questions:

- Is it possible that they would be interested in publishing your thesis?
- What is the approximate cost of publishing a book of the size you envision your thesis to be? What significant expenses must you consider: colour printing, choice of paper, binding etc?
- How much planning in advance do they need? That is:
  - When do they need a formal request by you?
  - When do they need to see a draft?
  - When do you need to submit the manuscript in order for the book to be finished on time, in accordance with the regulations of the Faculties of Humanities and Theology?
  - What do you get for your money: layout, distribution, advertisement, copyright?

Once you have received answers to these and other similar questions, it is possible to make a time plan for your applications for printing grants and for your further negotiations with the publishers. You should also find out how much funding you will need.

## **Research communication**

### **Doctoral student networks**

There is a doctoral student network at the department in which the doctoral students elect their own representatives. The doctoral student representatives are included in the Department Board, and communicate the doctoral students' activities that take place at the department, such as the doctoral students' lunch.

### **Scholarly communication**

Research is not only communicated through the thesis; many doctoral students write articles, papers and/or chapters in anthologies, as well as participate in conferences. Publications written before the thesis defence and conference participation are ways of becoming more visible – nationally and internationally. Discuss with your supervisors how to publish your work and what conferences you should keep a lookout for.

### **Communication with the society in general**

One goal of your doctoral studies is to demonstrate the ability to communicate your research to society in general, also outside academia. Different disciplines have different contacts outside the university, and accordingly offer different possibilities for this. Discuss with your supervisor how and where this could be done. One possibility to communicate your research orally is the yearly event *HT-dagarna*.

### **Your employment**

Information regarding your employment – for example work environment and health, salary and benefits, leave of absence and sick leave, and terms of employment – is available at <http://www.staff.lu.se>. Below, we have highlighted some of these issues.

### **Vacation**

As a doctoral student, you are entitled to vacation in accordance with current legislation. You must make your requests for Vacation in Primula Web.

### **Sick leave**

You must always contact your supervisor and/or the Head of Division when you are sick. Once you are back at work, you must enter your declaration of

illness for the period you were away in Primula Web. If you are ill for more than five work days, you must obtain a physician's certificate.

Doctoral students are granted an extension of their employment that corresponds to the number of registered days of sick leave. However, the doctoral students must apply for such an extension themselves (see under Application for an extension).

### **Caring for a sick child**

On your first day on leave to care for a sick child, you have to contact *Försäkringskassan* (the Swedish Social Insurance Agency) to receive temporary parental benefit. Once you are back at work, you must register your leave in Primula Web.

Doctoral students are granted an extension of their employment that corresponds to the number of registered days of leave to care for a sick child . However, the doctoral students must apply for such an extension themselves (see under Application for an extension).

### **Staff appraisals**

Once a year, usually during the spring semester, individual staff appraisals are held between employees and head of department. In general, the questions and issues that concern the doctoral student's work environment and other aspects of their studies, such as supervision, are discussed at this meeting. Issues pertaining to supervision can of course also be communicated.