

Supplementary Rules for PhD Programme at the Faculty of Humanities, University of Tromsø

Adopted 29th March 2006 by the Board of the Faculty of Humanities pursuant to Regulations for the Degree of Philosophiae Doctor (PhD), adopted by the Board of the University of Tromsø 15th December 2005 (S 77-05) pursuant to §§ 3-3, 3-7 and 3-9 of Act of 1st April 2005 No. 15 on Universities and Colleges.

Point 1 Scope and Extent (Regulations § 1)

The objective of the PhD education at the Faculty of Humanities is to lead up to the PhD degree in the humanities within one of the following four disciplines:

- Documentation Science
- Art History
- Literature and Cultural Studies
- Linguistics

Point 2 Purpose (Regulations § 2)

In addition, the PhD student will go through advanced training in theory and methodology which will offer academic depth in the student's subject of study, while simultaneously placing the subject within a larger setting. Through the PhD programme, the student will also gain training and experience in imparting scientific information.

Point 3 Admission Requirements for the PhD Programme (Regulations § 5)

As a rule, PhD students will be admitted continuously, but the faculty may set deadlines for the submission of applications, should this be deemed necessary or expedient.

The applicant is normally required to have an advanced degree (second degree level (pre-2003 system) or master's degree) within the field/discipline to which he or she applies for admission. Applicants without such qualifications may be admitted to the PhD programme if they, through studies or supervised professional training, have acquired knowledge that is relevant for the subject area/line of study to which they apply for admission, and has other approved education.

In order to be admitted to the PhD programme, the applicant must document adequate potential for research. Applicants with a lower than B average (or equivalent) in the specialisation element of their bachelor's and master's degrees will normally not be admitted.

Point 4 Application (Regulations § 6)

CV, confirmation of passed exams in courses/topics for which the applicant seeks approval within the instruction part of the programme, as well as documentation of other relevant education or work experience, if any, *may* be enclosed with the application.

The Project Description

For applicants who are employed in a research fellowship, the project description accompanying the application for admission to the PhD programme is normally the same

project description that has been assessed in connection with the fellowship application. Other applicants for the PhD programme are also required to include a separate project description. The project description is to be maximum 10 pages and should contain information on the following points:

- The applicant must document good *knowledge* of the field of research, on the national as well as the international level.
- The *approach* must be clearly explained and satisfactorily delimited. The project must be shown to entail an expansion of existing knowledge, and/or that the knowledge must be shown to make up a basis for further research in the field.
- It must be demonstrated that the *methods* and *theories* that are intended to be used are well suited to resolving the problem described in the approach, or that the opportunity for developing the necessary method and theory is good. Methods of analysis, including statistical methods that are necessary in order to evaluate the significance of the research results, must be described.
- A concrete and verifiable *main objective* must be formulated that offers a description of what type of results the PhD student expects will be achieved within the project period, as well as verifiable secondary objectives that lead to the primary objective.

Point 5 Admissions Committee (Regulations § 7)

Admission is determined by the PhD programme board on recommendation from the boards at the departments concerned.

Point 6 Decision on Admission (Regulations § 8)

Applicants who are admitted will normally be fully financed or employed in a research position with time allocated for research. The faculty may decide that the applicant be admitted on the condition that he or she at a later date will submit an acceptable financing plan for the programme. Admission will in such cases be granted from the date when the financing plan has been approved by the faculty.

An applicant whose project financing at the time of application has not been clarified, may be admitted provided that, through application, project description and recommendation from Department Board and supervisor, it may be established that completion of the PhD programme is feasible within a time frame of maximum 3 years beyond the standard period of study.

Point 7 Agreement (Regulations § 10)

The agreement is signed immediately after admission has been approved, and preferably before the programme is begun.

Point 8 PhD Education (Regulations § 13)

For PhD students employed in a research fellowship (as Research Council of Norway (NFR) Fellow, University Research Fellow, or similar), there is the additional duty of faculty work equivalent to one year. The regulations for research fellow duty work are not found in the curriculum, but may be obtained on application to the faculty.

Point 9 Instruction Component (Regulations § 14)

Purpose

The purpose of the instruction component is to further develop the academic and scientific training that the PhD students have received through previous studies. The instruction component will function as groundwork for the work on the dissertation, especially with regards to clarifying basic problems and theoretical-methodological issues that arise during the process, and provide the PhD students with a foundation for future academic work.

Content and Scope

The instruction component consists of three components comprising a total of 30 study points and equalling one semester's work: subject specific theory/methodology (15 study points), philosophy of science and ethics (10 study points) and dissemination (the practice of communicating knowledge and information) (5 study points). In addition, a dissertation seminar will be arranged. These components are described in more detail below. Students may apply to the PhD programme board for approval of the instruction component even if each separate component should be awarded a different number of study points.

Responsibility for Implementation

The faculty holds the formal responsibility for the training offered within the instruction component and will arrange PhD level lectures and/or courses by guest lecturers or the faculty's own academic staff to the extent that this is practicable in terms of resource use. The teaching may be offered on faculty basis, subject area basis, or institute/academic community basis. The responsibility for carrying out the teaching lies with the PhD programme board, which will plan the training offered in co-operation with the Vice-Dean, the supervisors, and the PhD students. The content of the courses and lectures offered will vary from one year to the next.

The PhD students may combine different types of lectures and shorter or longer courses/topics arranged by the Faculty of Humanities or other faculties and institutions. The faculty will be of assistance in finding appropriate courses at other institutions, but it is assumed that the PhD students also keep themselves up-to-date on external courses that may be of interest.

The extent of the textual basis and teaching will vary with the form and content of the course/topic. However, 10 study points equal on average 400 - 600 pages and 12 - 15 teaching hours.

It is advisable that the PhD students participate in at least one national or international research seminar during the course of the PhD programme.

PhD students who spend a substantial part of the recruitment period abroad are required to account for the instruction he or she has received there. The PhD students may apply to the PhD programme board to have such instruction approved as part of the instruction component.

Dissertation Seminar

The PhD programme board, in collaboration with the institutes or research groups, will arrange different types of dissertation seminars at regular intervals and as scheduled with the PhD students (possibly with admission for senior researchers and graduate level (pre-2003 system) students as well). At these seminars, the students receive instruction in presenting

their own research material and in defending their own scientific results and ideas as part of the work on the dissertation.

No study points are awarded for participating in the dissertation seminar, but it is assumed that the PhD students participate actively both in presenting their own research and in acquainting themselves with the work of others. All PhD students are required to present parts of their dissertation at a seminar at least once every year/three times during the course of the programme.

Subject Specific Theory and Method

Through the teaching of subject specific theory and methodology, the PhD students will gain insight into methodological and theoretical differences between different schools of thought within their subject or discipline (Documentation Science/Art History/Literature Studies/Linguistics) as well as theoretical and practical perspectives on different types of academic work. In addition to the faculty's own courses on subject-specific theory and method, the PhD students are encouraged to take advantage of national and international courses available.

Philosophy of Science and Ethics

This part of the PhD programme will include general history of science/philosophy of science as well as general problem orientation (conceptual framework, explanatory models, paradigms, etc.) and ethics. The faculty will, to the extent that this is practicable, arrange its own courses in the philosophy of science, usually as intensive courses. It is also possible to apply for approval of external courses in the philosophy of science.

Completion of the philosophy of science part is documented by the approval of a written presentation of 5-10 pages, to be submitted for evaluation within 2 months of course completion. The presentation is evaluated by the course teacher and an internal examiner.

Dissemination

The PhD students may choose one of the following options (in agreement with the supervisor):

- Participating at a conference, presenting a self-produced paper.
- Short seminar (on the student's subject) for graduate-level (pre-2003 system) students.
- Popular science presentation of an academic topic in the form of an article, lecture, exhibition or other.

The instruction component must be approved by the PhD programme board before the dissertation is submitted for evaluation.

Students must prepare the application to change the approved plan for the instruction component in co-operation with the primary supervisor; the application will be evaluated by the faculty.

The Instruction Component for the CASTL School of Researchers

PhD students who have been admitted to the CASTL School of Researchers (from the autumn of 2005) follow an alternative course of study in linguistics within the PhD programme of the Faculty of Humanities. What mainly distinguishes the research school's course of study from the ordinary programme in linguistics is the fact that the school of researchers has stricter demands regarding work requirements as a compulsory part of the instruction component.

The instruction component, like the ordinary course of study, consists of three components comprising a total of 30 study points and equalling one semester's work: subject-specific theory/methodology (15 study points), philosophy of science and ethics (10 study points) and dissemination (5 study points). In addition there are compulsory work requirements for which no study points will be awarded. These components are described here only to the extent that they distinguish themselves from the regular course of study

1) Courses/topics for which study points are awarded:

- a) For courses/topics within *the Philosophy of Science and Ethics*, please see above.
- b) 15 study points within *Subject-Specific Theory and Methodology* are awarded for participation in subject relevant researcher training courses. 10 study points are awarded for participation in project courses that are arranged under the auspices of CASTL; for the remaining 5 study points, PhD students may make use of local, national or international courses available.
- c) 5 study points are awarded within *Dissemination* for participation in the seminar "Workshop on Professional Skills in Linguistics." The seminar is arranged regularly under the auspices of CASTL.

Students may apply to the PhD programme board for approval of the instruction component even if each separate component should be awarded a different number of study points.

2.) Work requirements for which no study points are awarded:

- a) PhD students in the school of researchers will participate in three semester-length courses, arranged by CASTL. These courses may be project courses arranged under the auspices of CASTL or two project courses in addition to a so-called 'advanced seminar', provided this seminar is offered.
- b) PhD students in general will participate in a dissertation seminar and present parts of the project at least three times during the course of the fellowship period. PhD students within the school of researchers will meet this requirement by presenting parts of their work at the CASTL project group seminars.
- c) PhD students in the school of researchers will write four essays before they start writing the dissertation. These essays will ideally become parts of the dissertation.

Point 10 PhD Dissertation Requirements (Regulations § 17)

The thesis may constitute an independent academic work, a continuation of the graduate thesis (pre-2003 system)/master's thesis, or work at an equivalent level. The dissertation may also be a continuation of previous professional work carried out in connection with other exams within the programme.

The form of the dissertation is agreed upon by the research fellow and his/her supervisor(s) at the earliest possible stage. In determining which form should be used, one should also take into consideration the different traditions that the various humanities subjects have with regards to writing dissertations.

A dissertation based on several articles must, in addition to the synopsis, consist of at least 4 articles. The synopsis of the dissertation will not only synthesise, but also juxtapose the problems for discussion and conclusions presented in the articles within an overall perspective, and thus serve to document the coherence of the dissertation. This also entails a summary of the dissertation's contribution to the field of research.

If the dissertation contains previously published articles, the summary must also contain academic updates, in order for the dissertation as a whole to appear as academically up-to-date. These updates may, alternatively, be done in each article.

At least two articles must be published or accepted for publication in periodicals with a referee system approved by the Norwegian Association of Higher Education Institutions.

The dissertation will be written in Norwegian, Swedish, Danish, English, German, French, Finnish or Saami. Should the PhD student wish to use a different language, he/she must apply for a special permission for this upon admission, cf. § 6 of the Regulations.

Point 11 Supervision (Regulations § 19)

When applying for admission to the PhD programme, the PhD student may suggest a supervisor. The PhD programme board will appoint a supervisor on the recommendation of both the institute with which the student will be affiliated and the institute to which the supervisor belongs.

Should a PhD student wish to change supervisors or have a supplementary supervisor appointed, an application stating the reason for this adjustment must be addressed to the PhD programme board. If one wishes to change supervisors more than once, a detailed plan for the utilisation of the remaining period must be enclosed with the application.

Point 12 Quality Control and Reporting (Regulations § 21)

The PhD programme board will submit a report on the quality of the PhD programme to the faculty board within 5th October. The report will also contain an overview of possibly inadequate reporting within the quality control system.

Point 13 Submitting the Dissertation (Regulations § 24)

5 copies of the PhD dissertation must be enclosed with the application. If the dissertation is approved for the dissertation defence, the faculty sees to it that a minimum of 50 additional copies of the dissertation are printed.

Point 14 Committee Appointment (Regulations § 25)

The PhD programme board will appoint a committee on the suggestion of the board of the institute with which the student is affiliated. The supervisor may submit suggestions for the composition of the committee.

Point 15 Trial Lecture (Regulations § 33)

The doctoral candidate will deliver a public trial lecture on a given topic. The trial lecture will be 45 minutes in duration.

The purpose of the trial lecture is for the candidate to document his/her ability to communicate research-based knowledge. The lecture should normally be appropriate for an audience with a knowledge level equivalent to what one would expect to find among advanced students of the subject in question (at least one year of university level education).

In the evaluation of the trial lecture, both the academic content and the communication skill will be emphasised.

The trial lecture and the presentation of the dissertation should preferably be completed on the same day.

Point 16 Defending the Dissertation (Regulations § 34)

The doctoral candidate's introduction should be up to 1/2 hour in duration.