

Department of Cultural Anthropology and Ethnology
Uppsala University

Handbook for PhD Studies

Revised Jan 2020



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PhD Studies at the Department of Cultural Anthropology and Ethnology

This handbook complements the [Guidelines for Third-Cycle Education at the Faculty of Arts](#) that PhD students ought to read first.

The PhD studies correspond to four years' full-time study (comprises 240 higher education credits) and lead to the PhD degree. Its purpose is to stimulate the doctoral student towards a scholarly approach that involves conducting scholarly reasoning in texts as well as in joint discussions, formulating critical questions, identifying and applying methods and theories for dealing with problems and developing the individual dissertation topic.

One of the aims of PhD studies is to familiarize doctoral students with scholarly traditions and, above all, to make them develop into independent and critical researchers. During their education the doctoral students are expected to reach an in-depth level in their subject in order to arrive at the frontlines within their research area.

[The Swedish Higher Education Authority](#) is responsible for following up and examining the quality of universities and higher education.

[The Swedish Council for Higher Education](#) is the authority in charge of admissions and of communicating information about PhD studies.

The Swedish Council for Higher Education has elucidated a number of the national-level regulations for PhD studies. According to the Higher Education Ordinance, doctoral students shall be chiefly devoted to their own education and the studentship is expected to involve working full time. To these regulations are added directives and policy documents adopted by the different universities. Such local instructions appear in Vice Chancellor regulations, policy documents and in the directives of various faculties.

Read more about PhD studies from the [university](#) and [faculty](#) websites.

Also consult [the doctoral board](#) of Uppsala University and its [PhD handbook](#).

1. Department organization and the introduction to the PhD program

Introduction to the department and the PhD program

During the first weeks of their employment and during a series of four meetings, new PhD students will meet the head of the department, the director of studies, and representatives of the administrative staff. This is to introduce the new PhD students to the department and the PhD program as well as to administrative routines of the department and Uppsala University. See the appendices for information on the policies and routines of Uppsala University.

Department board

The board of the Department of Cultural Anthropology and Ethnology makes decisions on the organizing of PhD studies. Doctoral students are able to influence routines and conditions via the department board. Different personnel categories are represented on the board, including a representative elected among the doctoral students.

Doctoral student council

One way of influencing the study and workplace design is to engage oneself in the doctoral student council. The council is a joint forum for the doctoral students of cultural anthropology and ethnology with special responsibility for the areas belonging to the director of PhD studies in the department, concerning e.g. issues of supervision, courses, examination, seminars, the PhD studies organization, individual study plans, etc.

Working committees

The working committees work by delegation from the department board with a great deal of opportunity to look after doctoral student issues. There are at present four such committees, all of which include doctoral students.

The working committee for IT issues follows up and suggests improvements within all areas concerning ICT, computer use and electronic equipment in the department.

The working committee for the work environment takes stock of and analyzes issues related to staff health and wellbeing in the department localities.

The working committee for library issues safeguards the department's interests in all literature and library issues.

The equal terms committee looks after and pursues equal-term and equal-opportunity issues and thus plays a central role in the department's efforts to make a well-functioning workplace and study environment.

2. Education grant, doctoral studentship and economy

Swedish universities offer one way of financing PhD studies, by doctoral studentships. (Further information on the two financing alternatives is found in Appendix 8.)

The department board may only admit applicants who receive a doctoral studentship. The board may also admit applicants provided that some other kind of financing can be guaranteed throughout the education period and also that the PhD studies can be completed within four years. This means that everyone admitted to such education shall be financed as from the time of admission.

Student financing is the umbrella term for all ways of financing doctoral students. Student financing comes from different sources, the most common deriving from the direct government funding channelled through the faculty (depending, e.g., on how many degrees are awarded annually). Occasionally, some doctoral students are financed via external grants coming from research councils, foundations, public organizations etc.

The terms for sick pay, parental leave, pension, etc., differ depending on whether the student receives an education grant or has obtained a doctoral studentship. See Appendix 8 for further specification of the differences between the forms of financing.

Study extent requirements

Those with a PhD employment may not use more than a maximum of 20 % of the working hours for other work than their own PhD education. The basic idea is that a PhD employment should involve full-time work. At the request of a doctoral student the employment may involve part-time work, with a minimum of 50% full-time work. Decisions on part-time work are made by the head of the department.

Salaries for doctoral students are determined according to a locally agreed “ladder”. The current salary ladder can be found on the Uppsala University’s personnel department homepage or with the department personnel administrator. A basic rule is that all doctoral students receive a higher salary when at least 50% of the doctoral degree requirements have been met, by decision of the department head after consultation with the supervisor. In addition, doctoral students are entitled to a rise when meeting at least 80% of the requirements for the doctoral degree after a decision taken by the head of department in consultation with the supervisor.

Workplace

Doctoral students are entitled to a workplace, complete with computer, network connection. They have also access to telephone, fax, and copy machine facilities. Doctoral students who have not finished their studies within the stipulated time are entitled to keep their workplace for another two months and, after that, a room with two open workplaces for six months. See also Appendix 6.

Means

The department has allotted means for doctoral students to present their ongoing research at conferences or participating in national and international doctoral courses. Currently, the sum allotted to doctoral students amounts to 25,000 SEK for four years, of which a maximum 10 000 SEK can be used for research material (e.g. technical aids, software and literature). The remaining means may only be used for participating in international conferences by those making their own presentations, or for national or international doctoral courses. These means may be used until the public defence of the dissertation. Decisions are made by the department head on recommendation from the principal supervisor. Anything that is purchased formally belong to the department and shall therefore remain with the department after the end of employment.

The department assigns a maximum of 30,000 SEK for doctoral student fieldwork, on condition that the student has applied for but not obtained a scholarship. A list of funds previously used by doctoral students and researchers is on file with the director of studies.

Decisions regarding these means are made by the head of department after recommendation from the PhD student’s main supervisor: the main supervisor is to inform the head of department via email, with copies to personnel and finance administrators.

3. Admission to PhD Studies

As mentioned above, the conditions for admission to PhD studies include that financing can be guaranteed for a period corresponding to four years’ full-time study. This means that admissions depend on the financial resources available. The following regulations apply generally, however.

PhD positions are usually announced in January or February. The exact dates are announced on the web of Uppsala University. Decisions are then made before the summer break, and students accepted to the PhD program start their employment in September the same year.

The applications of presumptive doctoral students shall include their proposed degree project, a CV and a description of the preliminary dissertation project (ca. 5-8 pages). The applications are then assessed by the supervisors and 1-2 doctoral students, who jointly rank the top candidates. The assessment of the applications is based on the quality of the degree project and the dissertation project as well as the implementability of the latter. The department's supervisor capacity is taken into consideration when assessing the implementability. Subsequently, the department board makes the admission decision.

Presumptive doctoral students can sometimes apply for scholarships or other external financing of their maintenance. Even these doctoral students are required to submit a complete application, which together with other applications.

4. Syllabi and teaching

Post graduate studies are controlled by the general syllabus and the individual study plan. The general syllabus prescribes the relation between research courses and dissertation work. In accordance with faculty regulations, the research courses are to comprise 60 credits and the dissertation work 180 credits. The aim of the research courses is to provide advanced general knowledge within the subject, while the dissertation work is to involve specialization. The general syllabi for cultural anthropology and ethnology are found in Appendices 1 and 2.

Individual study plan

The individual study plan (ISP) constitutes both a planning tool and a contract between the doctoral student, the supervisors (principal and assistant supervisors) and the department. It is updated in December and January each year. The study plan is to contain planning for the entire period of study including a more detailed planning of the following year's work. Consequently, it has to contain detailed information of what courses, field work and chapters the doctoral student has completed and is expected to complete during the year to come. The individual study plan is to be cumulative, year one to year four. The individual study plan shall also include when the doctoral student and the supervisor are to meet, when seminar presentations are to be made as well as other activities expected of supervisors and doctoral students.

Another aim behind the annual updating of the individual study plan is to check that the total education period does not exceed four years' full-time study. The intention is that the doctoral student and the supervisors make sure every year that the ambitions and the extent of the dissertation can be met within four years' full-time study. If the doctoral student and the supervisor find during the annual follow-up that the plan has not been followed, they must jointly identify and document the reasons for this. It is essential that factors affecting the dissertation work (such as parental leave or teaching) are documented in the follow-up. It is not possible to bring forward problems towards the end of the dissertation work that have arisen earlier during the education.

Further, the supervisors and the doctoral student have to document the planning of the continued work, so that the dissertation can be completed within four years. In practice, this may entail that the doctoral student and the supervisor are forced to reformulate the original dissertation plan, possibly involving the necessity to adjust its focus as well as its extent.

Those admitted to PhD studies with a doctoral studentship are exempt from the application of the Restriction of Working Hours Act and are consequently not entitled to overtime compensation. Doctoral students are individually responsible for completing the necessary work within the stipulated time, and consequently it is their decision what hours to work, keeping in mind that research studies involve full-time work.

Unless other agreements exist between supervisors and doctoral students, the assumption is that the latter are present in the department for the major part of their working hours.

The annual follow-up of the individual study plan shall be signed by the doctoral student, the principal supervisor, the assistant supervisor as well as the director of PhD studies or the department head. Doctoral students who have seriously neglected their undertakings are liable to having their financing cancelled. Such decisions are made by the faculty board on recommendation from the department head. The doctoral students are entitled to make a statement. If the department has considerably neglected its undertakings, it may result in a prolongation of the education.

The forms for the individual study plan in Swedish and in English can be downloaded [here](#).

Educational training and teaching

Doctoral students in the department are entitled to undergo the university course in teaching and learning in higher education. This five-week course is not mandatory, but the department recommends all doctoral students to attend. As the course is not included in the general syllabus, the doctoral student is compensated by a prolongation of the doctoral studentship corresponding to five weeks. The department recommends everybody to undergo the educational training no later than the third year as a doctoral student.

The extent to which doctoral students are involved in teaching varies during the PhD studies. All doctoral students are entitled to some educational training. It is essential for doctoral students to discuss the planned teaching with their principal supervisor, so that the former receive the opportunity to make some progression in their teaching experience and that both the supervisor and the doctoral student can adapt their plans by the changed conditions caused by the teaching undertaking. The PhD student and the main supervisor are to work out an overall four-year plan for the PhD student's teaching, which then can be entered into the study plan, or enclosed as an attachment. For Uppsala University's teaching and learning programme, go [here](#). Also, see Appendix 4 that contains the department's guidelines and conditions for doctoral student teaching.

Doctoral students' teaching and other contributions within teaching are compensated for by prolongation in accordance with general departmental guidelines. The target is four clock hours per teaching hour; in other words, a double session corresponds to one workday in the prolongation. Completed prolongation-founded contributions are entered in the annual updating of the individual study plan. The prolongation must be approved by the supervisor, doctoral student, personnel administrator and director of studies.

5. Supervision and examination

PhD studies makes great demands on doctoral students' capacity for independently identifying issues, searching and compiling relevant literature and presenting their own interpretations and conclusions. Still, PhD studies do not imply that doctoral students should do everything on their own. Each doctoral student is to have at least two supervisors, one of whom is the principal supervisor. At least one of the supervisors must be a docent (associate professor) and one must have completed the university programme for research-level supervision.

Altogether, the supervision shall comprise an effort corresponding to 10% of full-time work. Expressed in hours, this means that supervision may comprise 160 clock hours per year over four years. The hours are distributed by agreement between the principal supervisor, the doctoral student and the assistant supervisor. The time set aside for supervision includes a series of tasks like planning and examining reading courses, reading and commenting on dissertation chapters, following up the individual study plan as well as general counselling. When the time for the defence of the dissertation approaches, a number of tasks are added to those of the principal supervisor and the PhD student. These tasks are specified below under the heading "From final review to public defence".

To ensure that the dissertation work functions, it is essential that the relation between doctoral student and supervisor is one of trust. This means, for example, that the doctoral students must submit their texts and that the supervisors have read these texts within the time agreed upon and prepared comments before the supervision. The doctoral student and the supervisors must continually communicate their mutual expectations.

It is important that the doctoral student brings up problems or other circumstances that affect the possibility of meeting study plan targets. After consultation and agreement with the principal supervisor, changes are subsequently made in the individual study plan to make it possible to complete the PhD studies within four years' full-time study.

It may occur that there arise problems in the relation between the doctoral student and the supervisor at some point during the dissertation work. The sooner these problems are identified the easier they are to solve. If the problems should be deemed so serious that the supervisor and the doctoral student cannot solve them on their own, they should turn to the director of PhD studies.

For the supervision to function satisfactorily, it is important that the doctoral student and the supervisor specify in the individual study plan the frequency and extent of the supervision as well as the supervisors' roles and their mutual distribution of hours. Preferably, the plan should also state how and when the follow-up and evaluation of the supervision should take place. In the ideal case, talks about how those involved perceive and wish to structure the supervision should take place at least twice a year. The distribution of supervision resources (also between the supervisors) shall be specified in the individual study plan. Note that participation in research seminars, writing workshops and other writing-related activities organised by the department is also part of the supervision.

A well-functioning and creative supervision process requires that the doctoral student should fulfil the tasks planned in the individual study plan within the stipulated time frame and that useful feedback is given by the supervisor/s, for example by careful reading of the texts and

by making constructive comments within the mutually agreed time frames. The load star of good supervision is that doctoral students should receive carefully conducted feedback as closely as possible to their own efforts.

Supervision after four years' full-time study

If doctoral students do not complete their dissertation within the framework of four years' full-time study¹, the board of the department, after the director of studies has consulted with the main supervisor on the matter, decides on the extent of further supervision for one semester at a time. The objective is that the supervision should correspond to 40 clock hours per year, but the extent may vary depending on assessments of the doctoral student's progression and fulfilment of the individual study plan.

Courses and examination

The PhD studies consist of a course part comprising 60 ECTS points. The cultural anthropology and ethnology syllabi (see Appendices 1 and 2) state which courses are mandatory and what space is given for choosing courses offered by other departments and universities.

Some mandatory courses have set literature lists, while in others the doctoral student and the supervisor agree jointly on the literature in accordance with the extent stated.² Quite often the main supervisor also functions as the examiner who assesses the doctoral student's oral and written efforts. Usually doctoral students have written examinations, for example in the form of a paper, a memo or an essay. Sometimes the examination is both oral and written.

The supervisor shall give clear directions about how the course should be carried out and examined, its time frames and, especially, what criteria and demands apply to the doctoral student's contributions and for the assessment. The instructions and criteria should be communicated in writing by the examiner before the beginning of the course.

With regard to the choice of research courses outside their own department, doctoral students must find out about the possible choices on their own. Information on such courses often comes via supervisors and from other doctoral students, while invitations to attend such courses are usually distributed by other departments. Nevertheless, the main responsibility for keeping check on available courses rests with the individual doctoral student. In some cases courses outside the department may even replace mandatory courses, if they concern topics and fields that are similar to these.

6. Research seminar

Doctoral students, researchers and teachers meet regularly at the Research Seminars in Cultural Anthropology and Ethnology. Master students are also welcome to participate. A great many seminars are devoted to discussions about doctoral students' and researchers' oral and written presentations. In addition, concepts, theories, methods, books, articles and current events are discussed, and guests are invited.

¹ Four years' full-time study may in practice span a longer time period depending on the extent of doctoral students' prolongation.

² For 7.5 credits the usual target corresponds to ca. 2,000-2,500 pages depending on the nature of the literature, but it can be more (or less) depending on the character of the readings as well as of the course.

The research seminars are a central element in our common intellectual environment and part of what makes a university. The seminar often constitutes the first phase of a scholarly research review. In other words, it forms part of a continuous knowledge-creating process. For this reason, it is necessary that all colleagues and researchers, as well as teachers and doctoral students, participate actively. It is of the greatest importance that all seminar participants contribute to creating a good constructive discussion atmosphere. Those present have to observe a good conversational tone and show respect of each other's contributions and views. Everyone should be comfortable and feel encouraged to take part in the discussions.

The seminars are a central part of the department's PhD studies, supplying doctoral students with the tools for developing their own academic identity and acquiring a deep and broad academic competence including knowledge and skills that go far beyond their individual research interests. Attendance at seminars also enables doctoral students to develop their own research projects and dissertations by presenting their research plans, field work experiences and text drafts.

Doctoral students are expected to be well prepared and participate actively at a minimum of 75% of the seminars during an academic year (except for field work periods). Lower attendance is entered in the individual study plan at the annual review.

The PhD studies also include compulsory status reports involving other reviewers besides the supervisors. All doctoral students present their dissertation manuscript at a final review (see below). Within ethnology, doctoral students have previously presented parts of the dissertation manuscript at a 60% seminar, and in cultural anthropology at the so-called three-year status report.

60% seminar for doctoral students in ethnology

During the fifth semester doctoral students in ethnology have a 60% seminar structured as follows. The doctoral student presents an introductory chapter and two empirical chapters of the dissertation. A preliminary table of contents is added. All parts referred to in the introduction should be included, even though some sections may be nearer to completion than others. Other requirements are that empirical chapters should contain analyses and be wholly readable so as to enable the faculty examiner and other assessors to examine and conduct a qualified discussion of the text to the benefit the doctoral student in the ensuing work. There has to be an external faculty examiner with at least a PhD and two senior assessors from the doctoral student's own department. The assessment discussion following the seminar comprises the chair of the seminar, the supervisors, the faculty examiner and the doctoral student.

Three-year status report for doctoral students in cultural anthropology

In cultural anthropology a three-year status report takes place before the doctoral student's fourth year, which involves the following procedure. A supervision meeting is held with the doctoral student, all supervisors and one faculty member who has not been previously involved in the dissertation work. The third faculty reader is compensation with two teaching hours (one working day). The doctoral student presents a summary and an extensive disposition of the dissertation and the chapters that are to hand. Chapters that are yet to be written shall be outlined in the summary. A draft introduction including a clear purpose description is to be presented as well. The general purpose is to be discussed in relation to the sub-purposes of the individual chapters. The structure of the dissertation, including how

individual chapters connect to each other and the overall dissertation, is to be clearly thought-out. Other texts like field reports and course accounts (including course syllabi) are compiled and made available for the participants. If course work still remains, a plan for the completion of these courses shall be included as well. The aim of the three-year status report is to explain the direction of the dissertation as a whole and to assess what work remains with a view to supporting the doctoral student in the continued work. The assessment is entered into the individual study plan and followed up in the fourth year. The three-year status report will also form the basis of the supervisors' assessment of whether 80% education has been completed, which is required for raising the doctoral student's salary during the fourth year.

7. From final review to public defence

Final review

When the doctoral student and the supervisors estimate that the dissertation is approaching completion, a final version of the manuscript shall be presented at a final review. This review should take place at least six months prior to the public defence. The manuscript shall be distributed no later than three weeks beforehand. In this review the dissertation is to be scrutinized in its entirety by an invited examiner. The examiner is chosen by the principal supervisor in consultation with the assistant supervisor. It is desirable to invite researchers to the final review from the doctoral student's own area and from closely related disciplines.

The faculty examiner must not have been involved in the doctoral student's work. The examiner at the final review cannot serve as faculty examiner or on the examining board at the public defence.

As the time following the final review tends to become hectic, all course credits should be completed before a date is set for this review.

After the final review and the content and scope of the dissertation

After the final review the main supervisor holds consultations with the assistant supervisor and the invited examiner. On these occasions decisions are made together with the doctoral student about what revisions should be made. The suggested parts of the manuscript are then revised, and a decision about the public defence is reached by the supervisor in consultation with the in-house faculty after ascertaining the quality of the dissertation manuscript and the fulfilment of the department criteria for the approval of a monograph doctoral dissertation. According to these criteria, it is important that the author masters the theories and methods that are applied in the dissertation. The empirical contribution must be clear and articulated: this contribution cannot be anecdotal in character but must have been collected in a systematic manner according to methods accepted by the respective discipline, that is, anthropology or ethnology. In other words, the author shall be able to show in writing that the selected theories and methods are relevant to the (empirical) questions that are investigated. The relation between theory, methods and empirical materials shall be thought-out and accounted for by way of ethnographic descriptions. The length of a dissertation is of less importance than are the structure and clarity in writing and analysis. As a rule of the thumb, a dissertation shall be some 80.000 words long. Dissertations longer than this often lose rather than gain in clarity. If a dissertation is written in the form of a collection of individual papers, these should be four to five in number and all published. An introduction that summarizes and contextualizes the project and the individual papers must also be included in the dissertation. The individual papers must all meet the qualifications ordinance of the Higher Education Ordinance. A PhD dissertation shall present in-depth knowledge of a distinctly defined research area.

After making the final adjustments of the manuscript, the supervisors and the doctoral student decide on a date for the public defence. This date should not be set before all the courses have been completed. The date of defence may later be altered as to work for faculty opponent and examining board members. At this phase, the PhD student shall also plan for proof reading and copy-editing as well as contact the Thesis Production Unit at the university. These things must be organized as early as possible.

The supervisors must be able to read the whole dissertation before it is sent for proofreading. Note that the proofreading may take several weeks. After proofreading the dissertation may be sent off to the production unit. Here is an example of how the actual production may look like (approx. 26 days incl. weekends, plus another three weeks between posting and actual defence):

Day 1 (a Monday, if the defence is planned for a Friday): Deadline for submission of complete dissertation, formatted. Within 1–2 working days the author will receive a PDF proof. The author now has the opportunity to do final changes.

Day 8: Deadline for final corrected files. The dissertation will be completed with the final corrections integrated. This is the final version of the dissertation. There is no longer any opportunities to make new corrections. If new errors are detected, these must be published in a separate errata list.

Day 10: Deadline for approval of the print-ready PDF. The approved dissertation will be sent for printing. Within 2–3 working days, the author needs to approve the printed proof. This is to detect any eventual printer's errors.

Day 24: Delivery of printed dissertation.

Day 26: Posting (see below, under Publication and distribution)

Day 26 + three weeks as an absolute minimum (a Friday): defence

The PhD student will get a detailed day-to-day plan from the Production Unit, but do observe that it takes some two months from the day the final manuscript is submitted for production, until the actual defence. Also note that the plan will follow the calendar in regards to working days and holidays.

Graphical profile

Dissertations that are printed in any of the department series are designed in accordance with the graphic profile applicable at Uppsala University. The aim of the graphic profile is to clearly point out that the publication emanates from Uppsala University. Style sheets for layout and Word templates are found on the Uppsala University homepage. This also contains a valuable check list with information about printing and notification routines.

Besides the dissertation production, the actual defence must also be planned for. Below are some important steps in this planning.

Location of public defence

The principal supervisor contacts the person responsible for room-booking and reserves a room in good time before the defence application has been submitted to the Faculty Board of History and Philosophy. Due to the strong recommendation that two public defences must not take place simultaneously within the faculty, the department has to book the date and hours of the event at least three months beforehand. To secure a booking in the online defence calendar is the responsibility of the PhD student, go [here](#).

For more information, see [here](#) (in Swedish only). For English, go [here](#).

Appointing chair, examining committee and faculty examiner

One of the department's faculty members will act as chair at the public defence. It is preferred that the chair is not one of the candidate's supervisors.

The faculty examiner is appointed by proposal from the principal supervisor after the latter having procured views from the supervisor group. The faculty examiner must not have a position the Faculty of History and Philosophy at Uppsala University. The person who is appointed faculty examiner must not have been involved in the coming into being of the dissertation.

The members of the examining committee are proposed by the principal supervisor after hearing the supervisor group. The composition of the committee shall reflect both an intra- and an inter-disciplinary approach. The examining committee shall consist of three members, one of whom is appointed chair by the others. The members of the committee should be professors or docents (associate professors). Only one member (but not necessarily any member) may come from the doctoral student's own department.

It is desirable that the composition of the examining committee is such that two of the members represent the doctoral student's own subject. One member must be from another faculty at Uppsala University or from another university. Both sexes shall be represented on the committee. The person who has acted as reviewer at the final review in the research seminar should not be asked to sit on the examining committee.

Application for public defence

When the time for the public defence, faculty opponent and examining board member have been decided upon an application for the defence is made. This can be done only when all course work has been completed and registered.

The application is submitted by the main supervisor to the secretariat of the Faculty of History and Philosophy as early as possible, using a specific application form. If the application or does not follow the applicable public defence guidelines, the case may be referred back to the principal supervisor.

At the same time the principal supervisor submits a proposal for the chair of the public defence, the faculty examiner and the examining committee, as well as date and hours for the defence act. The proposal is submitted to the faculty board. The dean is given delegated authority by the faculty board to make decisions about date, faculty examiner, examining committee and chair of the defence act.

The public defence shall take place during a semester period and follow the directives applicable at Uppsala University and within the faculty.

Publication and distribution

A sufficient number of copies of the doctoral dissertation for a satisfactory examination of the dissertation at the public defence shall be available at the university library for at least three semester weeks before the defence act. The dissertation shall also be distributed to every department in the country with research and PhD studies within the subject field of the

dissertation in order to make it available there at least two weeks before the defence act. Do check with the in-house series editors for details including mailing lists for the department's individual book/dissertation series.

See Appendix 5 for the department's publishing policy.

Announcement of time and place for the public defence

The time and place for the public defence shall be announced by (compulsory) electronic notification and (eligible) traditional notification in the university building at least three weeks before the defence act.

Notifications may only take place during semester periods, i.e., September 1 – January 18 and January 19 – June 7 (in leap years June 5). As the notification must be made at least three semester weeks before the public defence day, public defences that are due in one of the first three weeks of the autumn semester must be notified at the end of the spring semester.

Press release

The university information office is an important resource for spreading knowledge about the dissertation. For this reason doctoral students who are about to defend their dissertation are to write a brief and easily comprehensible summary of the dissertation and its primary results. The text is to be submitted to the information office no later than one week before the defence act. The information office may then offer it to journalists who approach the office with questions about a current dissertation.

Cancelled public defence act

If, already during the preparation work, the faculty examiner or a member of the examining committee finds deficiencies in the dissertation of such a nature that there is a risk that the dissertation may not be approved, the dean and the chair of the public defence must be informed as soon as possible and in good time before the defence act. It is the principal supervisor's responsibility to inform the faculty examiner about this.

The public defence

The public defence act is conducted by the chair with the whole examining committee present. The defence procedure is as follows:

- The act commences by the chair introducing the author and the title of the dissertation, the research topic, the faculty examiner and the members of the examining committee.
- The chair opens the defence act.
- The chair gives the floor to the author, who is given the opportunity to inform about revisions and alterations (*errata*).
- The faculty examiner briefly presents the dissertation and the author comments on whether the contents have been correctly interpreted.
- After this begins the actual examination. Its form and extent may vary, but it should involve a detailed critical examination of the scholarly results of the present dissertation. The examination should take the form of a dialogue between examiner and author, with the examiner offering criticism of the dissertation and the author responding to the criticism. The examination concludes by the faculty examiner giving an overall assessment of the dissertation. The faculty examiner does not, however, make any statement about the grading of the dissertation.

- When the faculty examiner has concluded the examination, the chair gives the floor to the audience, so that all who wish, in the order determined by the chair, may pose their views on the dissertation (opposition *ex auditorio*). The author shall respond to the views presented. When no further statements are requested, the chair concludes the defence act.

There is no maximum time for a defence act. It is, however, desirable if the faculty examiner can indicate to the supervisor beforehand how long the examination is expected to take.

The examining committee meeting

When the examining committee begins its discussion immediately after the defence act, a chair has to be appointed within the committee. All members must be present for the committee to constitute a quorum. The person appointed chair of the examining committee is responsible for informing the author of the dissertation about the committee's decision.

The chair of the defence act, the faculty examiner and two supervisors have the right to participate in the meeting of the examining committee but not to take part in the decision-making.

Dissertation grading

A dissertation shall be given either a Fail or a Pass grade. At the grading, consideration shall be taken to the dissertation contents as well as to its defence. The opinion shared by the committee's majority shall be the committee's decision. If the decision is to fail the dissertation, the examining committee determines whether the motivation shall be included in the minutes. Any committee member who wishes to make a reservation against the majority decision may have the deviating opinion entered in the minutes or any other document recording the decision, except for the degree certificate. If comments emerge during the defence act which are of such an extraordinary nature that the examining committee finds it necessary to conduct special investigations or controls, the committee may adjourn its meeting.

After concluding the examining committee meeting, the vice-chancellor shall be notified of the dissertation grade. This is done by sending the minutes of the examining committee meeting signed by the chair of the committee to the faculty board of history and philosophy. The chair at the defence act is responsible for making this notification.

Degree

Even though all courses and the public defence have been completed, the doctoral degree is not officially awarded until it has been confirmed by the Graduation Office. Nobody is entitled to work as a PhD without the degree. Hence, to be awarded the degree after the defence act has been completed, the Graduation Office should be approached as soon as possible.

Conferment

Every year in January and at the end of the spring semester the university arranges a ceremony for conferring degrees. At these conferment ceremonies jubilee doctors (persons being awarded their doctorates 50 years earlier), doctors honoris causa (persons who have made excellent contributions to research or who have been of special importance to the subject), and those who have recently been awarded a doctoral degree. For the last-mentioned category, the conferment ceremony may be looked upon as the conclusion of their education.

The requirements for taking part in the conferment ceremony are that the public defence as well as the entire education has been approved. The diploma handed over by the conferrer does not replace the degree certificate. Information is generally given in good time to those who have recently performed their public defence act, and the application is usually made at the beginning of December or May.

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THE BOARD OF THE FACULTY OF ARTS

General Study Syllabus in Cultural Anthropology

Established by the Board of the Faculty of Arts on 2016-06-09
(Swedish version)

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General Study Syllabus for Third-Cycle Education in Cultural Anthropology

Decision

The Swedish version of this syllabus was established by the Board of the Faculty of Arts on 2016-06-09, and takes effect on 2016-06-09; with additional editorial changes taking effect 2020-01-01.

In the event of any disagreement between the English and the Swedish versions of this document, the Swedish version takes precedence.

1. Goals for 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 Cultural Anthropology as well as advanced and up-to-date specialised knowledge in a limited area within Cultural Anthropology
- demonstrate familiarity with research methodology in general and the methods of Cultural Anthropology 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 his or her 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 Cultural Anthropology 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. Ch. 7 Sec. 35 HEO, §2 AFUU, §4 RFUU, SFS 2010: 1064).

2.1. General eligibility requirements

Applicants are generally eligible for programs at the graduate level if they have completed an advanced-level degree, completed at least 240 academic credits' worth of courses, with at least 60 academic credits at the advanced level, 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. Ch. 7 Sec. 39 HEO, §2 AFUU).

2.2. Special eligibility requirements

In addition to the general eligibility requirements stated above, applicants must also have completed an advanced-level degree in Cultural Anthropology or equivalent. Applicants who have acquired equivalent or near-equivalent knowledge and skills in Sweden or abroad also fulfill the special eligibility requirements (cf. Ch. 7 Sec. 40 HEO).

3. Admission and Selection Procedure

3.1. Information and advertising of posts

Notice of the opportunity to apply for admission to third-cycle education must be available locally and on the University home page (www.uu.se) at least three weeks prior to the deadline for applications. Moreover, the department homepage must contain information about how admissions are carried out, when available places in third-cycle education will be announced, what documents must be appended to applications for admission, as well as the organisation and forms of funding for the programme.

3.2. Admission

Admission to third-cycle education and the allocation of financial support must be performed openly and in competition. Notice of the opportunity to apply for admission to the Faculty of Art's third-cycle education is posted no more than twice yearly. Whenever possible, the Faculty of Arts will announce available positions in all programmes jointly. Applications for admission must be handed in electronically through the university website.

The faculty board may admit to graduate programs only applicants who will be employed as doctoral fellows or who will receive doctoral grants. 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 secured for the full duration of the programme and that the applicants can devote a sufficient amount of 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).

Through delegation from the Board of the Faculty of Arts, the department board at The Department of Cultural Anthropology & Ethnology, in consultation with the department's college of supervisors, has the right to admit applicants to faculty-funded third-cycle education leading to a doctorate.

3.3. The selection procedure

Selection among applicants who fulfill the requirements is done based on their capacity to benefit from the studies.

Ability to complete PhD studies will be fundamental for the selection of the applicants. The selection process will also take notice of the applicant's ability to understand and use scientific papers in English, and in another foreign language.

The applicant's previous performance will be taken into account in the selection process. Preliminary outline of the PhD-dissertation must be submitted. Additional information on eligibility will also be obtained through personal interviews with the candidates. Combination of the applicant's integrity, critical approach and ability to independently pursue research, will be taken into consideration. The applicant's ability to express himself or herself linguistically correct will be given special consideration. These qualifications are presumed to be well documented in the thesis at C-level and advanced levels. Deficiencies in abovementioned qualifications can derive from the fact that the applicant has used unreasonable length of time for his or her undergraduate studies. This basis for assessment must however take into consideration the applicant's social conditions, such as paternity/maternity leave, illness etc.

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

The sole circumstance that one applicant is judged to be able to receive credit toward the program for previous education of professional experience must not privilege that applicant in relation to other applicants in the selection process (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.

If they so wish and the faculty board deems it suitable, in exceptional cases applicants may be admitted to third-cycle education comprising 120 academic credits and leading to a licentiate degree.

Third-cycle education in Cultural Anthropology 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 Cultural Anthropology 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.

Data that will basis of a dissertation for the licentiate degree, can be obtained from individual fieldwork, archives or literature studies, or by combination of these collection methods. Data

collection for the PhD-degree will normally be carried out by participating observation and interviews during an extensive fieldwork (normally 8-12 months).

4.2. Supervision

The faculty board is to appoint two supervisors for each doctoral candidate, one of which bears the primary responsibility for the candidate's studies, including dissertation work, and one of which serves as assistant supervisor. One of the supervisors must be employed by or adjoined to the department. Both supervisors must have a doctorate degree or equivalent. At least one of the supervisors must be an associate professor and act as examiner for the course work within the programme (cf. UFV 2006/1972, §1 AFUU). In special cases, an additional (assistant) supervisor can be brought in from outside the department.

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. Upon request, doctoral candidates can be assigned new supervisors (cf. SFS 2010: 1064, Ch. 6, Sec. 28 HEO).

At least one of the supervisors assigned to a doctoral candidate must have completed a course in supervising doctoral students or have been deemed by the faculty board to possess equivalent qualifications.

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

An individual study plan is to be drawn up for each doctoral student. On delegation from the faculty board, the Head of Department sets these study plans after consultation with the doctoral student and the supervisors.

The individual study plan must contain a timetable for the doctoral student's study programme, information about how the supervision is organised, a description of the undertakings made by the doctoral student and the faculty board (i.e. the department) 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 is to be reviewed annually and amended by the department to the extent required after consultation with the doctoral student and his/her supervisors. The period of study may only be extended if there are special grounds for doing so. Examples of such special grounds for prolongation are given in the Higher Education Ordinance (Ch. 6, Sec. 29). Before changes are made, the doctoral students and the supervisors shall be given the opportunity to comment on these changes.

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, Ch. 6, Sec. 29 HEO).

The individual study plan form 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 2015/26.

5. Courses

The graduate programme in Cultural anthropology comprises course work worth 60 academic credits.

1. Obligatory faculty course “Professional Training in the Arts and Humanities” (7.5 academic credits)

Course cycle: 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. Normally, doctoral students take the course during their first year on the programme.

2. Anthropology Classics and History of Ideas, 15 hp
3. Modern Anthropological Theories, 15 hp
4. Anthropological Methods, 15 hp
5. Regional and Thematic Specialization, 7,5 hp

Course cycles: The tutors will together with the PhD student plan in what order and in which manner the courses shall be fulfilled.

5.1. Examination

Every course within graduate-level education is examined orally or through a written test or assignment. Each instance of assessment is awarded a grade; either Pass or Fail. The grade is assigned by an examiner appointed by the department.

5.2. Credit transfer

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

Applicants to the graduate 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.

6. Dissertation and Defense

6.1. Dissertation

A doctoral dissertation can have 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 his/her own or together with someone else. Treatises and articles written by several individuals may be counted toward the doctorate only if it is largely possible to distinguish the work of the doctoral student so that it may be tried against the Qualifications Ordinance (§6 AFUU). A compilation thesis should contain introductory or summary chapters, which summarise the results of the appended papers, and make it clear how the different studies taken together fulfil the goals set by the Qualifications Ordinance, 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.

6.2. Public defence

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. The Vice Chancellor may decide to allow a public defence somewhere other than Uppsala upon request.

The doctoral candidate is responsible for booking the defence venue him-/herself, in consultation with the department and his/her 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 only in extraordinary circumstances (cf. UFV 2009/199, §9 RFUU). The period between 15 June and 15 August may not be included in the period of availability. Submission notice must thus be published digitally, but may also be posted on the noticeboard allotted for this purpose. 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 the number of copies necessary to allow for a satisfactory review of the dissertation at the defence (cf. Guidelines for Third-Cycle Education at the Faculty of Arts, HISTFILFAK 2015/26). Moreover, the department is responsible for printing and distributing the thesis to supervisors, the examination board, the chairperson at the defence, and opponent. The department is also responsible for ensuring that there are enough copies of the thesis to allow for review and distribution at the defence.

The public defence is headed by a chairperson. There is to be a faculty examiner (opponent) present at the defence. The Dean of the faculty appoints the defence chair, faculty examiner and examination board 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.

The faculty examiner has the right to attend the meeting of the examination board and to participate in its deliberations but not in its decision.

The examination board normally consists of three members who have attained at least the rank of associate professor (docent), and from among whom a chairperson is selected. At least one of the board members must be from another higher education institute, and no more than one member may have a post at the department to which the doctoral candidate belongs. If circumstances so dictate, the faculty board may decide that the examination board should consist of five members. The board selects one of its members to serve as chair.

A doctoral thesis is graded as either Pass or Fail. No explanation should be given for a passing grade in either the degree certificate or the minutes from the examination board's meeting. Members of the board who wish to express a reservation on the decision of the majority, may ask for this to be noted in the minutes, but not in the certificate. Each doctoral thesis is graded by a board of examiners, who are appointed specifically for each thesis.

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

6.3. Licentiate seminar

The licentiate thesis is to be presented and defended orally at a public seminar. It 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 department board or Head of Department is responsible for

appointing an external faculty examiner (opponent) and special examination board/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, and assuring that the thesis is registered as having undergone public examination.

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

7. Degree

The degree of Doctor of Cultural Anthropology is awarded upon the doctoral candidate having completed third-cycle education corresponding to 240 academic credits within the subject of Cultural Anthropology 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 Cultural Anthropology is awarded upon the doctoral candidate having completed third-cycle education corresponding to 120 academic credits within the subject of Cultural Anthropology 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.

A degree certificate is issued by the Vice-Chancellor upon request to the Graduation Office.

8. Adoption and Transitional Regulations

This syllabus takes effect on 09 June 2016 and has been revised according to superordinate regulations on 09 June 2016. The previous syllabus does not apply to doctoral students admitted to the programme later than 01 October 2016. 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 (RFUU), UFV 2009/1993
- Guidelines for Third-Cycle Education at the Faculty of Arts, HISTFILFAK 2015/26.



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Allmän studieplan i etnologi

Fastställd av Historisk-filosofiska fakultetsnämnden 2019-11-26

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Allmän studieplan för utbildning på forskarnivå i etnologi

Beslut

Studieplanen är fastställd av Historisk-filosofiska fakultetsnämnden 2019-11-26 att gälla fr.o.m. 2020-01-01.

1. Mål för utbildningen

För doktorexamen ska, enligt Högskoleförordningens examensordning (HF Bil. 2), doktoranden

- visa brett kunnande inom och en systematisk förståelse av etnologi samt djup och aktuell specialistkunskap inom en avgränsad del av etnologin,
- visa förtrogenhet med vetenskaplig metodik i allmänhet och med metoder i etnologi i synnerhet,
- visa förmåga till vetenskaplig analys och syntes samt till självständig kritisk granskning och bedömning av komplexa företeelser och frågeställningar,
- visa förmåga att kritiskt, självständigt, kreativt och med vetenskaplig noggrannhet identifiera och formulera frågeställningar samt att planera och med adekvata metoder bedriva forskning inom givna tidsramar och att granska och värdera forskning,
- med en avhandling visa sin förmåga att genom egen forskning väsentligt bidra till kunskapsutvecklingen,
- visa förmåga att i så väl nationella som internationella sammanhang i tal och skrift presentera och diskutera forskning och forskningsresultat i dialog med vetenskapssamhället och samhället i övrigt,
- visa förmåga att identifiera behov av ytterligare kunskap,
- visa förutsättningar för att såväl inom forskning och utbildning som i andra kvalificerade professionella sammanhang bidra till samhällets utveckling och stödja andras lärande,
- visa intellektuell självständighet och vetenskaplig redlighet samt förmåga att göra forsknings-etiska bedömningar,
- visa fördjupad insikt om vetenskapens möjligheter och begränsningar, dess roll i samhället och människors ansvar för hur den används.

Dessa mål uppnås genom kursstudier, avhandlingsarbete, aktivt deltagande i seminarieverksamhet, medverkan i vetenskapssamhället i form av exempelvis publikationer, konferensdeltagande och genom att kontinuerligt informera sig om aktuell forskning inom för avhandlingen relevant delområde av etnologin.

2. Behörighet och förkunskapskrav

För att bli antagen till utbildning på forskarnivå krävs att sökanden har grundläggande behörighet och den särskilda behörighet som fakultetsnämnden kan ha föreskrivit, och bedöms ha sådan

förmåga i övrigt som behövs för att tillgodogöra sig utbildningen (jfr. AFUU 2 §, RFUU 4 §, SFS 2010:1064, HF 7 kap 35 §).

2.1. Grundläggande behörighet

Grundläggande behörighet har den som har avlagt examen på avancerad nivå, fullgjort kursfordringar om minst 240 högskolepoäng, varav minst 60 på avancerad nivå, eller på något annat sätt inom eller utom landet förvärvat i huvudsak motsvarande kunskaper. Fakultetsnämnden får för en enskild sökande medge undantag från kravet på grundläggande behörighet om det finns särskilda skäl (jfr. SFS 2010:1064, HF 7 kap 39 §). Beslut om undantag från krav på grundläggande behörighet fattas av Historisk-filosofiska fakultetsnämnden (AFUU 2 §).

2.2. Särskild behörighet

För särskild behörighet krävs att den sökande uppfyller fordringarna för magisterexamen i etnologi. Särskild behörighet har också den som inom eller utom landet har förvärvat i huvudsak motsvarande kunskaper.

3. Antagning och urval

3.1. Information och utlysning

Utlisning av platser inom utbildning på forskarnivå sker på Uppsala universitets webbplats <http://www.uu.se> minst tre veckor före ansökningstidens utgång. Vidare återfinns på institutionens webbplats information om hur antagningen till utbildning på forskarnivå går till, former för utannonsering av platser i forskarutbildningen, de handlingar som ska bifogas ansökan, utbildningens uppläggning och dess finansieringsformer.

3.2. Antagning

Antagning till utbildning på forskarnivå och fördelning av studiestöd sker öppet och i konkurrens. Utlisning av lediga platser i fakultetens forskarutbildningsämnen sker vid högst två tillfällen per år och annonseras i möjligaste mån gemensamt. Ansökan om antagning ska göras elektroniskt via universitetets webbplats.

Fakultetsnämnden får till utbildning på forskarnivå bara anta sökande för vilka det finns en plan för studiefinansiering under hela utbildningstiden, normalt genom anställning som doktorand. Fakultetsnämnden får dock anta sökande som har någon annan form av studiefinansiering, om nämnden bedömer att finansieringen kan säkras under hela utbildningen och att sökanden kan ägna så stor del av sin tid åt utbildningen att den kan slutföras inom fyra år vad gäller licentiatexamen och åtta år vad gäller doktorsexamen. (Jfr. SFS 2006: 1053, HF 7 kap 36 §.)

Historisk-filosofiska fakultetsnämnden har delegerat till institutionsstyrelsen vid Institutionen för kulturantropologi och etnologi att efter samråd med institutionens handledarkollegium besluta om antagning till fakultetsfinansierad forskarutbildning med doktorsexamen som slutmål.

3.3. Urval

Urval bland sökande som uppfyller behörighetskraven görs med hänsyn till deras förmåga att tillgodogöra sig forskarutbildningen.

Förmågan att tillgodogöra sig forskarutbildningen ska vara grunden för urvalet av sökande. Beslut om urval ska grunda sig på en bedömning av den sökandes tidigare prestationer. En preliminär forskningsplan till tänkt avhandlingsarbete ska inlämnas. Kompletterande uppgifter om lämplighet ska också inhämtas genom personliga intervjuer. En sammanvägning av graden av mogenhet, kritiskt tänkande och förmåga till självständigt forskningsarbete ska göras. Vid urvalet ska särskild hänsyn tas till de sökandes förmåga att uttrycka sig språkligt korrekt. Dessa egenskaper förutsätts särskilt dokumenterade i examensarbeten på C-nivå och avancerade nivåer. Vid urvalet fästs också avseende vid den sökandes förmåga att tillägna sig vetenskapliga texter på engelska samt på ytterligare något främmande språk. Brister i ovannämnda egenskaper kan framgå av att den sökande använt orimligt lång tid för sina grundläggande studier. Denna bedömningsgrund måste dock ta hänsyn till den enskildes sociala förhållanden, såsom barnledighet, sjukdom mm.

Hänsyn kan komma att tas till tillgången på handledning inom särskilda ämnesområden.

Enbart det förhållandet att en sökande bedöms kunna få tidigare utbildning eller yrkesverksamhet tillgodoräknad för utbildningen får inte vid urval ge sökanden företräde framför andra sökande (jfr. SFS 2010:1064, HF 7 kap. 41 §).

Uppsala universitet värdesätter de kvaliteter som jämn könsfördelning och mångfald tillför verksamheten. Vi uppmuntrar mångfald ifråga om t ex kön, etnicitet, livserfarenhet och funktionalitet.

4. Utbildningens innehåll och uppläggnig

4.1. Utbildningens uppläggnig

Utbildning på forskarnivå avslutas med doktorsexamen eller licentiatexamen. Utbildningen ska omfatta 240 högskolepoäng för doktorsexamen och 120 högskolepoäng för licentiatexamen. En doktorand som antagits till forskarutbildning som ska avslutas med doktorsexamen kan, om denna så önskar, avlägga licentiatexamen som ett etappmål.

En sökande kan i undantagsfall, om denna så önskar och fakultetsnämnden bedömer det som lämpligt, bli antagen till utbildning på forskarnivå om 120 högskolepoäng som avslutas med licentiatexamen.

Utbildning i etnologi som avslutas med doktorsexamen omfattar fyra års nettostudier och består av en kursdel om 60 högskolepoäng och en doktorsavhandling motsvarande 180 högskolepoäng.

Utbildning i etnologi som avslutas med licentiatexamen omfattar två års nettostudier och består av en kursdel om 30 högskolepoäng och en licentiatuppsats motsvarande 90 högskolepoäng.

Det material som ska ligga till grund för en uppsats för filosofie licentiatexamen kan inhämtas antingen genom eget fältarbete, genom arkiv eller litteraturstudier, eller genom en kombination av dessa insamlingsätt. Materialinsamling till filosofie doktorsexamen genomförs vanligtvis med deltagande observation och intervjuer under ett längre fältarbete och/eller med arkivstudier (i normalfallet 8–12 månader).

4.2. Handledning

För varje doktorand ska utses två handledare, varav en huvudhandledare med huvudansvar för utbildningen – inklusive avhandlingsarbetet – och en biträdande handledare. Minst en av handledarna ska vara anställd vid institutionen. Handledarna ska ha doktorsexamen/motsv. Minst en av dem ska vara docentkompetent och fungera som examinator vid examination av kurser inom

utbildningen (jfr UFV 2006/1135, 1§ AFUU). I särskilda fall kan ytterligare en extern (biträdande) handledare anlitas.

Doktoranden har rätt till handledning under fyra år, så länge inte rektor med stöd av HF 6 kap. 30 § beslutar något annat. En doktorand som begär det ska kunna byta handledare (jfr. SFS 2010:1064, HF 6 kap 28 §).

Minst en av handledarna för en doktorand ska ha genomgått en handledarutbildning eller av fakultetsnämnden bedömts ha motsvarande kompetens.

Handledningens omfattning och karaktär regleras i fakultetens riktlinjer och planeras fortlöpande i den individuella studieplanen (se nedan under avsnitt 4.3.).

4.3. Individuell studieplan

För varje doktorand ska upprättas en individuell studieplan. På delegation av fakultetsnämnden ska den fastställas av institutionens prefekt, efter samråd med doktoranden och dennas handledare.

Den individuella studieplanen ska innehålla en tidsplan för doktorandens utbildning, uppgifter om hur doktorandens handledning är organiserad, en beskrivning av de åtaganden i övrigt som doktoranden och fakultetsnämnden (d.v.s. institutionen) har under utbildningstiden, och vad som i övrigt behövs för att utbildningen under hela utbildningstiden ska kunna bedrivas på ett effektivt sätt.

Den individuella studieplanen följs upp av doktorand och handledare minst en gång per år. Utbildningstiden får förlängas bara om det finns särskilda skäl för det. I Högskoleförordningen (HF 6 kap 29 §) ges exempel på vad som kan utgöra särskilda skäl. Innan en ändring görs ska doktorand och handledarna ges möjlighet att yttra sig.

Doktoranden, huvudhandledaren och prefekt ska skriftligen intyga att de har tagit del av den individuella studieplanen och de ändringar som görs i den (jfr. SFS 2010:1064, HF 6 kap 29 §).

Blankett för individuell studieplan hämtas på fakultetens webbplats. För rutiner gällande uppföljning av individuell studieplan, se också Riktlinjer för utbildning på forskarnivå inom historisk-filosofiska fakulteten, HISTFILFAK 2015/26.

5. Kurser

Utbildningen på forskarnivå i etnologi består av en kursdel omfattande 60 högskolepoäng. Av dessa utgörs 45 hp av en obligatoriskt fakultetsgemensam kurs och fem obligatoriska ämnesspecifika kurser om 7,5 hp vardera. Återstående utrymme om 15 hp ägnas åt valbara kurser.

1. Fakultetsgemensam kurs ”*Professional Training in the Arts and Humanities*” (7,5hp)

Kursen ges på engelska och undervisas av lärare från fakulteten samt inbjudna gästföreläsare. Studenten läser kursen under sitt första år i forskarutbildningen, om inga särskilda skäl föreligger.

2. *Orientering i forskningsfält* (7,5 hp)

3. *Samhällsvetenskapens och kulturforskningens internationella grundvalar* (7,5 hp)

4. *Teori, metod och fält i framväxt och konsolidering av nordisk etnologi och folkloristik* (7,5 hp)

5. *Etnologi, folkloristik och kultursociologi: Internationella utblickar* (7,5 hp)

6. *Teori, metod och fält i samtida nordisk etnologi och folkloristik* (7,5 hp)

7. *Valbara kurs/er* (15 hp)

De valbara kurserna ger doktoranden möjlighet att bredda och fördjupa sina kunskaper med särskild betoning på det aktuella forskningsläget i samhälls- och kulturforskning. Dessa kurser väljs i samråd med handledare.

5.1. Kurscykel

Kurserna läses i den följd som doktoranden och handledaren kommer överens om. Kursläsningen och avhandlingsarbetet ska bedrivas parallellt. Doktoranden ska tidigt påbörja sitt avhandlingsarbete. Detta arbete avrapporteras normalt vid institutionens seminarier. Handledarna ska med sina doktorander fortlöpande diskutera hur utbildningen fortskrider.

5.2. Kunskapsprov

Varje kurs inom utbildning på forskarnivå avslutas med skriftligt eller muntligt prov. Proven bedöms med något av betygen godkänd eller underkänd. Betyget ska bestämmas av en av institutionen utsedd examinator.

5.3. Tillgodoräknande

Doktorand kan läsa kurser vid annan högskoleenhet och har i vissa fall rätt att tillgodoräkna sig dessa eller del av dessa efter överenskommelse med handledare.

Sökande med masterexamen eller utbildning som överskrider den grundläggande och den särskilda behörigheten kan ansöka om tillgodoräknande av kurser inom utbildningen.

6. Avhandling och disputation

6.1. Avhandling

Doktorsavhandlingen ska antingen utformas som en monografi, d.v.s. ett enhetligt, sammanhängande vetenskapligt verk, eller som en sammanläggningsavhandling, innehållande vetenskapliga artiklar (normalt minst fyra), vilka doktoranden har författat ensam eller gemensamt med annan person. Vid eventuellt samförfattarskap måste doktorandens enskilda insats kunna urskiljas och prövas mot examensordningen (6 § AFUU). Sammanläggningsavhandlingens delstudier och resultat sammanfattas i en så kallad kappa. Av kappan ska framgå hur delstudierna tillsammans uppfyller examensordningen, att ett enhetligt forskningsproblem har behandlats samt författarens självständiga forskarroll.

Detta gäller, i tillämpliga delar, även licentiatavhandlingar.

6.2. Disputation

Doktorsavhandlingen ska försvaras muntligen vid en offentlig disputation. Tid och plats för disputationen beslutas av dekanus. Tidpunkten ska emellertid vara inom terminstid. Beslut om disputation på annan ort fattas av rektor efter särskild anhållan.

Doktoranden ombesörjer själv, i samförstånd med institutionen och handledaren, bokning av disputationslokalen.

Disputationen ska tillkännages i god tid (minst tre veckor i förväg) genom elektronisk spikning. Förkortad tillgänglighetstid får medges av dekanus endast om det finns synnerliga skäl (jfr. UFV 2009/1993, 9 § RFUU). Perioden 15 juni t.o.m. 15 augusti får inte räknas in i tillgänglighetsperioden. De så kallade spikbladen ska således publiceras digitalt, men kan också anslås på anvisad plats. För sammanläggningsavhandlingar gäller även obligatorisk digital publicering av kappan.

Avhandlingen ska under minst tre veckor före disputationen finnas tillgänglig i det antal exemplar som behövs för att möjliggöra en tillfredsställande granskning av avhandlingen före disputationen (se Riktlinjer för utbildning på forskarnivå inom historisk-filosofiska fakulteten, HISTFILFAK 2015/26). Därutöver ansvarar institutionerna för tryckning samt distribution av avhandlingar till handledare, betygsnämnd, ordförande vid disputationen, samt opponenter och ansvarar för att avhandlingar finns för granskning/distribution vid disputationen.

Disputationen ska ledas av en ordförande. Vid disputationen ska det finnas en opponenter. Beslut om ordförande vid disputationen, opponenter samt betygsnämnd fattas av dekanus efter ansökan på blankett som kan hämtas på fakultetens webbplats. Blanketten ska fyllas i på dator (inte för hand) och ska undertecknas av studierektor för forskarutbildningen innan den skickas in.

Opponenten har rätt att vara närvarande vid sammanträden med betygsnämnden och delta i överläggningarna men inte i besluten.

Normalt består en betygsnämnd av tre ledamöter med minst docentkompetens, varav en ska väljas till ordförande. Minst en ledamot ska vara från annat lärosäte och högst en ledamot får vara från den egna institutionen. Vidare bör båda könen vara representerade. I särskilda fall kan fakultetsnämnden besluta att betygsnämnden ska bestå av fem ledamöter. Nämnden ska utse ordförande inom sig.

En doktorsavhandling ska bedömas med något av betygen godkänd eller underkänd. Någon motivering till beslutet godkänd ska inte anges i beviset eller i betygsnämndens protokoll. En ledamot i betygsnämnden som vill reservera sig mot majoritetens beslut kan i protokollet eller annan beslutshandling, dock inte i examensbeviset, låta anteckna avvikande mening. Vid betygsättningen ska hänsyn tas till innehållet i avhandlingen och till försvaret av avhandlingen. Betyg för en doktorsavhandling ska beslutas av betygsnämnd, som utses särskilt för varje avhandling.

Alla kurspoäng ska i normalfallet vara avklarade innan disputation äger rum.

6.3. Licentiatseminarium

Licentiatuppsatsen ska försvaras muntligt vid offentligt seminarium. Den bedöms med något av betygen godkänd eller underkänd. Vid betygsättningen ska innehållet i avhandlingen samt försvaret av den bedömas. Extern opponenter och en särskild betygsnämnd/examinator utses av institutionsstyrelsen eller prefekt. Tid och plats för seminariet beslutas av prefekten.

Avhandlingen ska innan seminariet vara tillgänglig på institutionen under minst tre veckor. Meddelande om avhandlingen ska vara anslaget på institutionen under motsvarande tid samt bekantgöras för övriga ämnesinstitutioner i landet. Ett exemplar av avhandlingen ska arkiveras genom institutionens försorg och förtecknas i institutionens diarium över ventilerade avhandlingar.

Alla kurspoäng ska i normalfallet vara avklarade innan seminariet äger rum.

7. Examen

Doktorsexamen i etnologi uppnås efter att doktoranden har fullgjort en utbildning på forskarnivå om 240 högskolepoäng inom ämnet etnologi och därvid har fått betyget godkänd vid de prov som ingår i utbildningen, samt författat och vid en offentlig disputation försvarat en doktorsavhandling som godkänts av betygsnämnden.

Licentiatexamen uppnås efter att doktoranden fullgjort en utbildning på forskarnivå om 120 högskolepoäng i etnologi och därvid har fått betyget godkänd vid de prov som ingår i utbildningen, samt författat och vid ett seminarium försvarat en licentiatavhandling som godkänts av examinator.

Examensbevis utfärdas av rektor efter ansökan till Examensenheten.

8. Ikraftträdande och övergångsbestämmelser

Föreliggande studieplan trädde i kraft 2020-01-01. Tidigare studieplan upphör att gälla doktorander som antas till forskarutbildning/utbildning på forskarnivå efter 2020-01-01. Doktorander som antagits innan detta datum kan välja att antingen följa tidigare gällande studieplan eller övergå till den föreliggande.

9. Övriga anvisningar

Gällande författningsbestämmelser och förekommande riktlinjer om forskarutbildning framgår av:

- Högskoleförordningen, kap. 5 (anställning som doktorand), kap. 6 (utbildningen) och kap. 7 (tillträde till utbildningen).
- Antagningsordning och föreskrifter för betyg inom utbildning på forskarnivå vid Uppsala universitet (AFUU), UFV 2012/2057
- Riktlinjer för utbildning på forskarnivå vid Uppsala universitet (RFUU), UFV 2009/1993
- Riktlinjer för utbildning på forskarnivå inom historisk-filosofiska fakulteten, HISTFILFAK 2015/26

APPENDIX 3: INDIVIDUAL STUDY PLAN

Digital version: <https://mp.uu.se/web/info/forska/forskarutbildning/humsam/histfil-io2t9zng/forska/forskarutbildning/humsam/histfil/studieplan>

(”Individuell studieplan, blankett”)

APPENDIX 4: Guideline for doctoral students' teaching

Department of Cultural Anthropology and Ethnology, Uppsala University
Revised Nov 20, 2019.

The aims of the teaching

Doctoral students in cultural anthropology and ethnology at Uppsala University shall be encouraged to develop their ability to teach, supervise and lead seminars. For the department, teaching by doctoral students is a resource and a vitalizing element. The students are able to meet several anthropology and ethnology researchers, in addition to the regularly employed teachers and thus make contacts with several current research areas. Habitual routines and course literature receive the necessary elucidation. The subject's need of competent teacher resources is met within the department.

For the doctoral students, teaching is to be an element in research education which will raise their competence for three main reasons.

1. *The teaching is to contribute to developing pedagogical skills and providing the opportunity to obtain teaching experience and qualifications.* The teaching shall contribute to increase the ability to teach subjects both within and beyond the doctoral students' own specialization. The ability to use different methods in teaching within different fields is often viewed as qualifying for employment. Hence, the doctoral student should be given the opportunity to acquire a broad pedagogical experience from different course levels and of a variety of activities, such as lectures, leading seminars, supervision, evaluation and course development. Those who wish to teach shall draw up a plan together with the principal supervisor and the director of studies of first-cycle education for how to successively adopt the role of a teacher.
2. *The teaching shall contribute to developing the doctoral students' own research.* Teaching entails challenges such as being obliged to keep up to date about the state of art of research and to acquire a deeper knowledge of the theories, concepts and scholarly practices that are to be communicated. Even though the teaching primarily aims at a broad teaching competence, it is also preferable that it involves areas that the doctoral students master or wish to go into more deeply.
3. *The teaching shall be of help to identify competence areas.* Teaching at the first-cycle level usually helps teachers to become aware of and to formulate their own knowledge and skills.

Routines for doctoral students' teaching

Long-term plans for the teaching shall be made in consultation with the principal supervisor and the director of studies of the relevant subject. It is desirable that doctoral students practise as lecturer (gör lektorspraktik) but accept rather fewer other teaching tasks during their first year, in order to gather experience as a preparation for the basic course in teaching and learning, which the students are recommended to attend at an early stage. The course leads to prolongation but gives no credits within research education. One suitable way for doctoral students of getting into the teacher role may be to start by sitting in at lectures, leading seminars and supervising essays in order to successively increase their competence to give regular lectures in courses in close cooperation with experienced teachers. During the PhD student's first semester a plan should be drawn up including the extent and direction of the teaching throughout the doctoral studentship period. The plan is reviewed every year on the basis of an evaluation of the teaching done and a detailed plan of the pedagogical duties for the forthcoming year. The principal supervisor decides for each semester to what extent the doctoral student is able to teach (the average maximum being 20% per year).

The PhD students who are to teach are offered preparatory teaching guidance from the lecturer(-s) responsible of the course as well as from the director(-s) of studies. To practise as lecturer and other teaching done by doctoral students are always compensated in the form of prolongation. The prolongation is documented in the individual study plan.

Departmental routines:

When the student is admitted to the PhD program,

1. The Head of Department and the Director of Studies 3rd Cycle inform the main supervisors of new PhD students about teaching as part of the PhD program.
2. New PhD student are invited to an initial meeting with their supervisors and the Directors of studies, 1st, 2nd, and 3rd Cycles, when preliminary plans for teaching and how/when to practise as lecturer are made.

Continuously,

3. The PhD students, the main supervisor and the Director of Studies 3rd Cycle ensure that the plans are followed and revised if needed, and that lecturer practising is carried out.
4. The Directors of Studies, 1st and 2nd Cycles, organise the PhD students' regular teaching assignments. They meet once a semester with the PhD students. During these meetings, the PhD students' requests to teach and the department's upcoming needs for teaching resources are communicated. The Directors of Studies 1st and 2nd Cycles coordinate with the Director of Studies 3rd Cycle and the PhD supervisors.

5. The Directors of Studies, 1st and 2nd Cycles, regularly send out inquiries to all doctoral students about their teaching requests, short-term and long-term assignments (with cc the Directors of Studies, 3rd Cycle).

To Practise as lecturer

A PhD student ought to practise as lecturer at least once during his or her PhD studies. To practise is to follow the department's guideline for doctoral students' teaching. A PhD student is to practise before he or she can be offered any substantial teaching assignments. A PhD student who has not practised may still be offered sporadic teaching assignments.

In practising as lecturer within a 7.5 credit course (5 weeks), a PhD student shall:

1. In partnership with the course's main lecturer, plan the course, the schedule, the course compendium, instructions for seminars, examinations and other tasks to be assigned to the students.
2. Attend all lectures.
3. Plan and hold 1-2 lectures of his/her own.
4. Organise and lead seminars.
5. In partnership with the course's main lecturer, assess and provide feedback on the students' oral and written reports.

A PhD student shall not:

1. Examine the students.
2. Do the lectures and seminars on their own.
3. Hold course responsibility.

In practising as lecturer, a PhD student is given 10 days of prolongation.

The main lecturer, holding course responsibility, shall:

1. Act as mentor to the PhD student, and offer constructive and continuous feedback on his or her teaching. Attend the lectures of the PhD student and take part in the planning and carrying out of seminars.
2. When the course has been finalised, write a certificate that outlines indisputably the tasks carried out by the PhD student, such those listed above.

The guidelines are revised annually and ratified by the department board after consulting the teacher and supervisor groups and the doctoral student council.

Ratified by the Board of the Department of Cultural Anthropology and Ethnology on Nov 20, 2019

See also the Uppsala University educational program:

https://regler.uu.se/digitalAssets/14/c_14251-l_1-k_pedagogiskt-program-engelska.pdf

APPENDIX 5: Publishing policy

UPPSALA UNIVERSITY Department of Cultural Anthropology and Ethnology

Dissertation duplication

According to the guidelines of the faculty board (HISTFILFAK 2015/26, revised 2018-05-15) and the department's own policy, the following recommendations are made:

Printing the dissertation

The dissertation has to be available in print or full text online at least three weeks before the public defence. Printing dissertations is the responsibility of the department.

Number of copies

Dissertations within the department are printed in 100 copies (recommendation). The amount is broken down as follows:

- 10 mandatory copies by determination of the faculty board
- 10 copies being the property of the author
- 80 copies for distribution within the department and other sister departments within the country (as well as abroad). This also including a few copies to be made available during the defence act.

It is also recommended, that the dissertation is published in DiVA, full text.

In addition to the required number of copies, the author may make an additional order, which is billed to the author.

If the dissertation is published as part of any of the department's series, see below.

Economy

The author and the principal supervisor jointly decide the forms of publishing and/or printing, and how to finance the production of the printed/published dissertation. The faculty board sets aside a set sum, decided by its annual operational plan as an allowance to cover expenses in relation to the defense (40,000 SEK, 2019). This allowance does not cover any proof reading. It is the author's responsibility apply for external grants if the production costs are not covered by the means allotted. This is to be planned well in advance, with the assistance of the main supervisor. If no funding is granted from external sources, the department will still cover the costs for proof reading etc. as long as the author can show that funds have been applied for.

Publishing dissertations in departmental series

Printing the dissertation does not automatically lead to its publication. Doctoral students who wish to defend a dissertation published within one of the departmental series have to turn to the editor of the series, who decides whether the dissertation can be approved for inclusion in

the series. To publish in a departmental series involves for the author to apply for the external means required to pay for the printing, on top of the allotment from the faculty board. The editor of the series provides information about number of copies, format and contractual circumstances, as well as the possibilities of obtaining a printing allowance. It is recommended that the application process should be initiated in good time before the planned public defence. A quotation for printing and language checking is submitted to the economy administrator before submitting an allowance application. All approved external means shall be reported to the economy administrator and the series editor, as well as application rejections.

Other routines

An approval in writing by the principal supervisor is required to certify that the manuscript is ready for printing. Such approval is required for all forms of dissertation printing. The written approval and the decision about being accepted for printing in a series have to be submitted to the editor of the series, who is also responsible for assigning an ISBN number for the work/dissertation.

Revised spring 2019, approved by the board on April 23, 2019. This document was presented during a meeting with the department board on March, 23, 2009. It replaces the board decision from December 15, 2008, about Publishing Policy for Dissertations.

APPENDIX 6: Doctoral workplace

Updated: Jan 2019 (SF, MU)

According to the guidelines, all full-time doctoral students are entitled to their own workplace with a computer and access to a Skype (business).

Doctoral students who have not defended their dissertation within the study financing framework of the study may retain their previous workplace for another three months.

Doctoral students whose public defence has not taken place after these three months have access to an open workplace on condition that there is a vacant room. Access to an open place is determined by the department head.

Doctoral students who do not make use of their workplace, for instance due to fieldwork for an extended period (a least 3 months) have to inform the head of department, who has the right to use the place for another employee during the doctoral student's absence.

APPENDIX 7: Access cards, keys, e-mail, etc.

Updated: Jan 2019 (SF, MU)

E-mail addresses

After an employment comprising at least 3 years ceases, those who wish may keep their e-mail address up to 6 months.

Those awarded a PhD may keep their e-mail address up to 1 year after the public defence act, on condition that it takes place within 5 years after admission (net time). If the defence takes place during the sixth year, this counts as the last e-mail year.

In order to retain the e-mail address according to the above directives, it is necessary to inform the personnel administrator.

If the doctoral student is inactive (0% activity) for more than 1 year, the e-mail address ceases to apply after that year.

Hourly-paid employees are entitled to an e-mail address during the semester/s their employment lasts.

Business cards for doctoral students

Doctoral students are entitled to have one set of 100 business cards printed at the department's expense, on one occasion during their financed study period. A further compensation for costs is given for special reasons only.

Passes and keys

Workroom keys are returned to the personnel administrator when moving out. The personnel administrator is subsequently responsible for furthering the keys to the Campus Management.

Passes are also returned at the same time to the personnel administrator. Exceptions can be made, by written application, for doctoral students who, when moving out, have not yet defended their dissertation.

Post-office box

When an employment ceases there is no longer any access to a post-office box. After this, any incoming mail is forwarded to the home address.

APPENDIX 8: Doctoral studentship

Information from the personnel office, Uppsala Un (Jan 2019):

Doctoral studentships

Chapter 5 of the Higher Education Ordinance includes the following provisions:

- A person may be appointed to a doctoral studentship for a total of eight years. The total employment period may, however, not exceed the time corresponding to a full-time doctoral study of four years.
- The initial appointment may apply for no longer than one year. An appointment may be renewed for no more than two years at a time.
- A doctoral studentship shall be a full-time post. If a doctoral student so requests, the appointment may be a part-time post but for no less than 50 per cent of a full-time post.
- Appointment to a doctoral studentship shall apply for an indefinite period but never for a period extending more than one year after the award of a doctorate.

Employment terms

An employed doctoral student is covered by the same employment terms as the other employees at Uppsala University. They include insurance cover, statutory holidays and parental leave. In some cases they are also entitled to certain benefits, for which doctoral students are required to have an activity level of at least 20 percent. It is important for doctoral students to find out what applies in their individual case.

Primula is a tool that doctoral students, like all other professional categories at Uppsala University, should be thoroughly familiar with. In Primula Web students can report back to duty after sick leave, change their address details and so on. For doctoral students it is important to report sick if you are unable to continue with your doctoral studies as the sick leave period does not count as part of your net study period. Doctoral students should be familiar with and be able to use the other administrative tools and aids that the university provides.

Salary ladder for doctoral students

In the first year of their studies, doctoral students employed on a studentship receive an initial salary which increases by increments of a fixed amount at the start of the second and third years of doctoral studies. The requirements for reaching the fourth and fifth steps of the salary ladder for doctoral students are not expressed in terms of years but as 50 or 80 percent, i.e. the required level of completion of the doctoral degree. One basic rule is that the requirements for 50 or 80 percent completion must be fulfilled within 24 or 38 months of full-time study. Any deviations from this basic rule need to be motivated. The decision regarding adjustments in the salary ladders of doctoral students is taken by the head of the department after consultation with the supervisor.

DOCTORAL STUDENTSHIP

Or assistant employment related to an education grant

The maximum length of a doctoral student's employment time is eight years, but it must correspond to a maximum of four year's full-time study. If the studies are concluded with a licentiate degree, the maximum period is two years' full time. The main rule is that the employment should comprise full-time work, but at the doctoral student's request, the employment may be part time, with a minimum extent of 50 %.

It is not possible for all research students to receive a doctoral studentship. Those who are given an education grant may combine this with a maximum 40 % full-time employment as an assistant.

In both cases the employment may continue at most one year after being awarded the Degree of Doctor. The salary, decided in local university negotiations, is regulated in a local tariff, with a rise at the beginning of the second and third years of the research studies. Subsequently, the salary has to be adjusted when 50 % and 80 %, respectively, of the requirements for a doctoral degree have been met. A salary increase also takes place during the calendar month after the degree date. The lowest salary for an assistant/doctoral student is currently 26,100 SEK/month full time.

Salary ladder for doctoral students as from 2017

Year 1 (registered doctoral student)	26 100 SEK/Month
Year 2	26 900 SEK/Month
Year 3	27 400 SEK/Month
50 %	33 200 SEK/Month
80 %	35 300 SEK/Month

By “year” is meant completed years as a doctoral student /assistant with an education grant or otherwise active research studies within the research education. The salary shall be raised from the turn of the month after the year is completed.

By “50 %” and “80 %” is meant the percentage of the studies acquired up to the Degree of Doctor. Generally, 50 % and 80 %, respectively, of the requirements for the doctoral degree shall be acquired after of 24 and 38 months’ full-time study, respectively. The salary shall be raised from the turn of the month after the study result has been reached. After a completed doctoral degree, the salary corresponds to the 80 % level, as stated above.

When education grant and assistant employment are combined, the total extent must not exceed 120%.

At leave from the employment, the same routines apply as for other staff with regard to submitting applications for leave, notification of illness, etc.

Please notice, that anyone choosing or being forced to abstain from the education grant will lose the assistant employment.

Sick leave and other leave

Several routines must function to ensure that employees obtain the right sickness payment at the right time.

Absences due to illness are reported to the personnel administrator or the equivalent in the work place, who then registers the case of illness in the Primula Web. Employees must make their own report on recovery from illness via the Primula Web when the period of illness is approaching its end.

The first day of illness is the day of qualifying period, during which a full deduction of the salary is made. The following 13 days the sickness payment is received, with the university paying 80 % of the monthly salary. The 15th day of the illness period the employer has to report the illness to the Insurance Agency, which subsequently pays out a sickness benefit until Day 364. The university pays a supplementary monthly salary of 10 %.

You are entitled to certain days' leave with the salary wholly or partly retained, such as leave at the birth of a child and leave for some kinds of family business. You may also be granted leave without pay for other activities, provided the leave benefits the continued research studies.

Vacation

As a doctoral student /assistant you are entitled to a vacation in accordance with the general agreement of payment and benefits, which comprises 28, 31 or 35 paid vacation days/calendar depending on your age.

Standard vacation

There is a local collective agreement about taking out the vacation for teachers and research students, a so-called standard vacation. The whole annual vacation is supposed to be taken out during the summer, beginning the Monday after Midsummer, unless otherwise agreed in writing with the department head or the equivalent.

The standard vacation is planned in October each year by the personnel office, with reference to all annual vacation days.

Vacation other than standard vacation must be applied for. Such applications are made via the Primula web, and are to be granted by the head responsible.

This is how the annual vacation is calculated for full-year employees:

as from the year you reach 29: 28 days

as from the year you reach 30: 31 days

as from the year you reach 40: 35 days

The vacation is calculated in proportion to the number of days employed.

Example: A person with, e.g., 35 days' annual vacation who begins on October 1 has an employment during that year of 92 days and, consequently, $35 \times 92/365 = 8,822 = 9$ paid days (always rounded off upwards).

In addition, it is possible to supplement this by a total of 25 unpaid vacation days, according to the Compulsory Holidays Act.

Vacation utilization

When the vacation is utilized, every holiday-free week day counts as a vacation day. For each vacation day an additional vacation payment is received. If you are entitled to more than 20 vacation days during a year, these (1-15 days) may be saved. However, you may never save more than a total of 35 days. The regular vacation must be utilized before you can begin to use your saved days.

If you wish to go on vacation in connection with some other leave (e.g. parental leave), the vacation period should be located before or after that leave.

Vacation days are earned during the running calendar year. At least 20 days' leave must be taken out during the same year. The remaining days may be saved, but no more than a total of 40 saved vacation days are allowed. The vacation is granted by the department head or the equivalent and follows the standard schedule beginning the first Monday after Midsummer,

unless otherwise agreed in writing. Those whose employment ceases, for instance, on June 30 must of course take out their vacation before that date.

Insurance

Uppsala University has signed a group insurance with the Legal, Financial and Administrative Services Agency for *business travel*. Via the Legal, Financial and Administrative Services Agency /your department personnel administrator you can receive a “Swedish State Business Travel Insurance Certificate” to carry on the journey. This certifies that you are covered by the business travel insurance. You may also order the certificate from your salary consultant. Even non-employees who travel on behalf of the department or the equivalent may be covered by the insurance, provided certain criteria are fulfilled. Business travel within the EU is facilitated if you carry a European Health Insurance Card, which may be ordered from the Insurance Agency.

For anyone with an employment, the years of employment required for a pension, according to the National Pension Agreement, are calculated as from the age of 23.

As a doctoral student/assistant you are covered by the group life insurance following special regulations. This means that if you die and leave a husband/wife, a preferential cohabitant or a child entitled to heritage, an insurance amount is paid out to these. For single persons, only a funeral benefit is paid out, corresponding to ½ of a basic amount geared to the price index.

In addition to the education grant or employment period the insurance in some circumstances also applies to a certain period afterwards, a so-called continued cover.

This consists of

1. general continued cover for 180 days,
2. continued cover at unemployment, maximum 2 years,
3. continued cover during a parents’ allowance period, maximum 2 years,
4. continued cover during illness, as long as the illness lasts.

Information

Further information about the above points can be obtained from the personnel administrator or the equivalent in your department or from the department’s salary administrator in the personnel office.

Questions about pensions and group life insurance are answered by the salary consultants and the National Government Employee Pensions Board, SPV (www.spv.se). For further regulation documents concerning doctoral students, see <https://www.studera.nu/startpage/doctoral-studies/funding/general-information-about-funding/>

Doctoral studentship

Those with a doctoral studentship receive 80 % of the income qualifying for sickness benefit that exceeds the guarantee level from the Insurance Agency + a 10% additional parents’ allowance from the employer for a maximum of 360 days.

Holders of a scholarship

Those who hold a scholarship receive no compensation from the employer during sick or parental leave. (Such a person may have

an income from the Insurance Agency which qualifies for sickness benefit.)

Dormant sickness benefit = income prior to period of study.

APPENDIX 9: BLANKETT PROLONGATION

Blankett för avstämning av prolongation av studiestöd år 20xx.¹

Se noter i "Anvisningar och förtydliganden".

Namn	Pers. nr
------	----------

Datum för påbörjade FU-studier	
--------------------------------	--

1. Uppdrag

1:1 På institutionsnivå³

Period/termin fr.o.m. t.o.m.	Prol. i arbets- dagar	Uppdrag/organ
-		
-		
-		
-		

1:2 Övriga uppdrag⁴ (universitetsövergripande, områdesnivå, fakultet). **OBS! Bifoga ansökan!**

Period/termin fr.o.m. t.o.m.	Prol. i arbets- dagar	Uppdrag/organ
-		
-		
-		
-		

2. Undervisning

2:1 Undervisning

Period/termin fr.o.m. t.o.m.	Prol. i klock- timmar ⁵	Kurs
-		
-		

-		
-		
-		
-		
-		
-		

3. Tjänstledigheter

3:1 Föräldraledighet, sjukdom (egen sjukdom eller vård av barn)

Period fr.o.m. t.o.m.	Prol. i kalender- dagar	Typ av ledighet: <i>egen sjukdom, föräldraledighet eller vab.</i>
-		
-		
-		
-		
-		
-		

3:2 Begärd tjänstledighet (ledighet, studieuppehåll, militärtjänstgöring)

Period fr.o.m. t.o.m.	Prol. i arbets- dagar	Typ av ledighet
-		
-		
-		

4. Övrigt⁶

Period fr.o.m. t.o.m.	Prol. i arbets- dagar	Uppdrag/organ/orsak
-		
-		

Doktorandens underskrift	Prefektens / studierektors underskrift
--------------------------	--

Bifoga bilagor som stöder din ansökan, om förtydligande behövs.

Avstämning prolongation forts.: anvisningar och förtydliganden

1. Blanketten inlämnas senast 1 december varje år. De lämnade uppgifterna avser hela det innevarande kalenderåret (1 januari – 31 december). Inträffar sjukdom etc. efter att blanketten inlämnats ber vi dig snarast komplettera din ansökan med uppgifter om detta. Uppgifterna behövs för anställningsavtalen, som upprättas 1 januari, för lönesättning etc.
2. Vid fakultetsfinansiering finansierar fakulteten 48 månaders studier på forskarutbildningen, dvs. motsvarande 4 års studier på heltid. Denna blankett gäller prolongation utöver denna tid antingen på grund av *arbete* med undervisning eller administration (max 20 %, se Högskoleförordningen 5 kap. 2 §) eller på grund av *ledigheter* av sådana ”särskilda skäl” som anges i Högskoleförordningen 5 kap. 7 §.
3. För uppdrag på institutionsnivå tillämpas följande schablonersättning
 - Ledamot i institutionsstyrelse 10 arbetsdagar/år. (I uppdraget ingår som för alla andra ledamöter att delta även i ev. tillfälliga grupper där doktorandrepresentation krävs.)
 - Suppleant institutionsstyrelse, inträder vid ordinarie ledamots förfall: 1 arbetsdag per möte.

Studentfackligt arbete i doktorandföreningen

- Ordförande 10 arbetsdagar/år.
 - Sekreterare 10 arbetsdagar/år.
 - Kassör 5 arbetsdagar/år.
 - Övrig styrelseledamot 5 arbetsdagar/år.
 - Om institutionens ordinarie representant i HDR ej är medlem av doktorandföreningens styrelse blir han eller hon ständigt adjungerad till styrelsen och erhåller 5 arbetsdagar/år. Dessa dagar kan antingen tillfalla en person eller delas mellan två, i det fall institutionen har flera representanter i rådet.
4. Övriga uppdrag. Bifoga ett brev med rubriken ”Ansökan om förlängning pga. uppdrag som XX”. Ange uppdragets art (ledamot i nämnd/arbetsgrupp/styrelse) samt organ där uppdraget utförts/utförs (vetenskapsområde, fakultet, studentfacklig förening inom universitetet, men utanför institutionen el. dyl.). Ange också ersättning. Ersättningen följer rektors beslut (2007-02-06, se UFV 2006/1028).
 5. För omräkning av undervisningstimmar till klocktimmar:
 - En undervisningstimme motsvarar 4 klocktimmar
 - En föreläsning á 2 undervisningstimmar: 8 klocktimmar
 - Ett seminarium á 2 undervisningstimmar: 8 klocktimmar
 - Handledning på C, per student 4 undervisningstimmar: 16 klocktimmar
 - Handledning på B nivå, per student 1 undervisningstimme: 4 klocktimmar
 - För omräkning till arbetsdagar: antal klocktimmar totalt dividerat med 8.
 6. Med ”övrigt” avses i första hand följande (ev. annat enl. överenskommelse med prefekten):
 - Pedagogisk kurs 25 arbetsdagar
 - Flyttning: 1 dag

- Examen/tentamen
- Forskning, egen (utan lön)
- Ledig utan lön
- Släktangelägenheter
- Studieledighet (utan lön)

APPENDIX 10: human resources vs. financial adm.

HR-generalist vs. Financial administrator

Anna Gustafsson vs. Carina Fröling

HR-generalist, main duties

- Broad consulting throughout the HR area.
- Inform, present and provide support in changes in law, agreements, regulations, workflows, routines.
- Carry out minor investigations and assessments.
- Participate in the development of workflows and routines in collaboration with the HR unit and others at Uppsala University.
- Manage, coordinate and follow up on the department's matters within the HR area.
- Check and review documentation, eg application for leave for other employment, LAS-time for employment / hourly payments.
- Prepare and monitor employments, eg contracts, notifications of employment terminations, notification of TSN, residence / work permit, work injury notification.
- Follow up on employment, sick leave, leave etc.
- Specification of certain areas of responsibility: Processing of recruitments in Edgar, advertising in Varbi, case management in Diariet W3D3, personnel catalog registration in AKKA, introduction of new employees, contacts with authorities, rehabilitation, redundancy, hourly payments, salary coding, holidays, insurance, administration around foreign researchers, keys, post boxes, office signs.

Financial administrator, main duties

- Responsible for the overall economy of the department – planning, follow-ups, conclusions and economic analysis.
- Responsible for annual accounting, and partial accounts every fourth month
- Responsible for preparing the budget, from October through December
- Accounting to the board for budget and final accounts.
- Contact person with regards to the department's economy to the faculty and the central department of economy at UU.
- Responsible for current accounting and analysis of the economy at departmental level and for externally funded research projects
- Responsible for balance economy meetings with head of department and research project leaders.
- Support regarding economic questions to the entire staff
- Responsible for follow up of decisions made by the board of the department and the faculty of arts
- Requisitions of external funds from research councils
- Responsible for full economic support for the Engaging Vulnerability (EV) project, including budget and current accounting
- Responsible for EVs advisory board have a budget for the entire time of the project.
- Aiding researchers to create correct project budgets when they apply for external projects, as well as basis for board decisions
- Responsible for economic accounts to external funders
- Responsible for supplier invoices
- Responsible for costumer invoices

- Responsible for other payments
- Responsible for filing economic material
- Responsible for inventory of the department's equipment
- Responsible for purchasing office material for the department



UPPSALA
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www.anthro.uu.se

(Uppdaterad 2019-04-17)

**APPENDIX 11:
ADMIN ROUTINES**

**Welcome to the Department of Cultural Anthropology and
Ethnology Campus Engelska parken**

Department head	Mats Utas
Deputy head	Oscar Pripp
Financial administrator 75%	Carina Fröling
HR generalist 50%	Anna Gustafsson
Study counsellor 75%	Siv Berggren
Course administrator 25%	Ulrika Valdeson
Webpage 10%	Johan Löfström

Director of studies for Cultural Anthropology
First-cycle level.....Oscar Pripp

Director of studies for Ethnology
First- and second-cycle
levels.....Oscar Pripp

Director of studies for Cultural Anthropology
Second-cycle levelAnnika Teppo

Director of Studies for Cultural Anthropology
And Ethnology, third-cycle levelSverker Finnström

Safety representative.....Claudia Merli

Fire inspector..... Susann Baez Ullberg

Environment representative.....Birgitta Meurling

Chair of the Equality group.....Charlotta Widmark

Chair of the Work environment group.....Anna Gustafsson

As a **new employee** you will receive a key, a keycard, a pigeonhole and an e-mail address from the HR-generalist.

As an employee you will find your payslip at the Primula Web. This is where you apply for **vacation** and other **leave** (for exceptions, please contact Anna). You can reach Primulawebb by logging into the Employees portal.

For any questions about employment or salary, please contact the HR-generalist.

Notification of illness is made in Primulawebb by the employee.



Questions about your own sickness benefit and parents' allowance are primarily made to **The Insurance Agency, Försäkringskassan**.

Occupational Health Care, currently Feelgood. Please contact the HR-generalist or the safety representative if you need contact help. The health care contribution is currently 2000 kr per calendar year for all employees. Doctor receipts and medical receipts can be partly reimbursed.

There are two **Printer/Copying rooms**. One of them is found close to the pigeonholes. The other one is found one floor up from the department's main kitchen.

Office material is found in the cupboards on Level 2. If anything is missing, please notify Carina Fröling.

The Lunch room is situated on Level 2. We all take turns to run the coffee machine and the dishwasher. Coffee is free.

The department abides by the university environment policy. For **waste sorting**, please follow the instructions in the kitchen. Always write on both sides of paper sheets and use the student portal instead of paper compendiums. Turn off the lights when you leave.

The Campus Management is responsible for **computer support**. You can reach the KVK helpdesk via helpdesk@kvk.uu.se.

All **updating** is done during the night. For this reason, don't turn off your computer when you leave for the day. Just **Log out** and turn off the screen.

For access to the **student portal**, contact Siv Berggren.

Mail is delivered and picked up twice a day, ca. 9 a.m. and 3 p.m. For internal mail, use the brown bags, and for external mail the white envelopes with the text "porto betalt", which are found in the cupboards below the pigeonholes.

The department's **invoice address** is Uppsala University, PG1254, 737 84 Fagersta The department's reference code **521** must always be included on invoices. For further information, please contact Carina Fröling, our financial administrator.

Travel is booked with Lingmerths travel agency or SJ. Taxi can also be invoiced, by booking in advance and stating the department's



customer code. For contact information and customer code, turn to the HR-generalist. For guidelines for business travel, see <https://mp.uu.se/web/info/stod/resor-ny>

Always make a **travel notification** in Primulawebb before going on a business trip.

Travel expenses are specified according to the Primulawebb instruction and are submitted to the salary department. Primulawebb is reached via the Employees portal, resor/utlägg. A manual for Primula can be found when you have logged in to the system.

The Karin Boye Library is the Campus Library. Access for borrowing books can be added to your key card.

Campus Information will help you with technical equipment, for instance **projectors** and **hearing loops** in the lecture halls. For **parking** on Campus you have to pay a parking fee and obtain a parking permit from the information desk. If you wish to use the campus **gym** you currently pay 300 SEK per semester at the information desk.

Campus Information is located near the main entrance of House 3 and can be reached via extension 6882.

Equal opportunity is required in a well-functioning study and work environment and forms a necessary condition for students and staff to get on well. Every year the department appoints members and student representatives to the **Equality Group** in accordance with the university's equal opportunity plan. The group invites suggestions and forwards complaints, when required. The department head is responsible for ensuring that the equal opportunity plan is applied in the department. Anyone who feels exposed to **discrimination** or **sexual harassment** can contact the department head or any one of the members of the Equality Group. All colleagues are obliged to counteract discrimination.

Always tell the safety representative if you experience discrimination or problems and/or risks in the physical or mental work environment.

Every employee and doctoral student is **insured** during work hours and travel to and from work. The business travel insurance covers travelling, provided it is done for business purposes. Always check this before leaving.



For business travel abroad make sure that you acquire documentation for insurance covering illness. For travels within the EU, you are required to order a *European health insurance card* from the **Insurance Agency** (which takes about two weeks).



If travelling outside the EU, you must carry a *Medical Insurance Card*. It is obtainable from the department HR-generalist.

Fire and bomb alarm: The assembly point is **Engelska parken**. Fire inspector is Susann Baez Ullberg, and her duties include informing employees about fire protection. Every employee are offered a fire protection training.

Security on campus: all campus areas are under surveillance day and night by Securitas. In an emergency, call the university emergency number 018-471 25 00.

For further information about the department, see the department homepage antro.uu.se.

For information on campus Engelska parken and on-campus departments, see engelskaparken.uu.se.

For further information regarding employees, visit the university homepage under the portal <https://mp.uu.se/>