Clarifications regarding the contents of the general syllabus for the Ph. D. programme (Allmän studieplan för utbildning på forskarnivå till doktorsexamen i kulturgeografi/ekonomisk geografi och geografi med kulturgeografisk inriktning, Dnr G11 S 2007/216)

The general syllabus for the Ph. D. programme is only available in Swedish. As a result of the new central regulations regarding research education at Lund University, there is a need for updating and restructuring the contents of the Ph.D. programme. In general, there is also a need for clarification of the contents of the current syllabus: most Ph.D. students at present are non-Swedish speakers, while the interpretation of the different obligatory activities in the syllabus needs to be streamlined among the supervisors and examiners to ensure the fair treatment of the doctoral students.

Content of the syllabus

The Ph.D programme encompasses 240 higher education credits (hp), of which 150 hp cover the thesis itself. The remaining 90 hp comprise a course component ("kursdel"), which contains the following obligatory credits:

1) 60 hp should be devoted to research courses
2) 7.5 hp to Research Proposal (Avhandlings PM)
3) 7.5 hp to "active participation in seminars and doctoral fora" (aktivt deltagande i seminrar och doktorandförä)
4) The content of 15 hp can be decided upon together with the supervisor and can be devoted to conferences, examination of literature, field courses or other activities that the examiner deem to be comparable

With the new regulations all the activities above, will need to have a syllabus registered, specifying learning outcomes and methods of examination. The need for clarification therefore becomes all the more urgent, since the credits will not be possible to register in LADOK without reference to a particular course code. For this reasonHandledarkolleget (the collegium of supervisors), has agreed on the following definitions of the activities outlined in the General Syllabus:

1. Research courses: comprise activities involving a number of doctoral students, and one or more examiners. Research courses can be taken within or outside the Department and can cover a varying amount of credits. Research courses can be taken within masters programmes, provided that these courses are at the advanced level. Courses in teaching in higher education are also covered by this component, and can either be credited to the course component of the degree or used to extend doctoral employment, covering the number of weeks specified by the course. If the course will not be credited towards the degree, it does not need to be entered into Ladok.
Decisions related to which courses should be taken should be discussed with the supervisor. To get credits for courses taken outside the Faculty, a course certificate (indicating the number of credits) should be presented to the Director of Studies, who will then register the course in LADOK.

2. Research Proposal: after about a year of study a research proposal should be presented at a seminar at the Department. The discussant should be a senior researcher who is not the supervisor. The proposal should encompass between 15-20 pages and contain the following sections: 1. the purpose and research questions of the thesis, 2. a theoretical framework, discussing the central concepts and theories for the thesis, 3. A review of the literature of relevance to the thesis topic, 4. A presentation of the proposed methodology and identification of particular methods, 5. A time plan for thesis. Comments from the proposal are to be discussed with the supervisor, who also sends the date and name of discussant to the Director of Studies, who enters the credits into LADOK.

3. Active participation in “seminars and doctoral fora”: this activity relates to an earlier period, when seminars and doctoral activities were organized regularly at the Department. The DIP seminar has replaced some of these activities and credits are awarded for this. The DIP seminar regulations have been put together by the doctoral community itself. To enable credits to be given for this activity you can either participate in the DIP seminars or you can credit conferences as part of this activity. If you want to credit DIP participation (7.5 hp) you need to provide the Director of Studies with a list of the seminars you have attended and a reflection of 2-3 pages on your thesis work in the light of the comments you have received from your discussant. If you wish instead to credit conferences- or other seminar participation, you receive 2.5 hp per conference/seminar/workshop presentation provided that you have presented a paper. Credits can only be awarded once for the same paper. To credit conferences you need to submit the paper itself and a certificate of attendance for the conference to the Director of Studies. If you would like to participate in a conference through other means than a paper (for instance through a poster or similar) you should agree upon this with your supervisor.

4. Credits decided upon together with the supervisor: these credits can be devoted to conferences, field courses or examination of literature, or other activities deemed to be useful to the thesis project. If you have already fulfilled your credits in relation to “participation in seminars and doctoral fora” through DIP, you can credit conferences to this part of your degree, according to the same criteria and procedure as specified above. For literature credits, you should agree on a literature list together with your supervisor, comprising of around 1000 pages for 7.5 credits. The literature should be reviewed in a paper comprising of 7000-8000 words. You can take a maximum of 15 literature credits, where 7.5 credits should be devoted to literature that is not directly related to your thesis topic, and 7.5 credits can (but need not) be more specialized, towards the broad area of your thesis. The literature reviews are examined by your examiner, who has been appointed by the Director of Studies in collaboration with your supervisor.
Before you defend your thesis all necessary credits (90 hp) should be registered in Ladok.

**Seminar presentations of the thesis**

The general syllabus stipulates that the thesis should be presented at least thrice: the research proposal, a half-way seminar and a final seminar.

**The halfway seminar**

After around two years, a halfway seminar is held. The manuscript presented at this stage should cover around 100 pages. For compilation theses, article manuscripts that have been submitted should be included. An opponent is assigned from among the staff at the Department who are “docentkompetent” (docent level or above). The purpose of the seminar is to give the doctoral student feedback and advice from someone other than the supervisor.

**The final seminar**

When the thesis work is nearing its final stages, a final seminar is organized by the Department. The decision to present the thesis at a final seminar should be agreed upon with the supervisor. The manuscript at this stage should contain all the components of the final thesis (in most cases this will include an introduction, a theory section, a methodology section, a literature review of the field, discussion and analysis of the empirical results and a conclusion). For compilation theses there needs to be a draft of the whole kappa, and all the papers should be written.

In general this seminar takes place around 4-6 months before the planned thesis defence. An external opponent is invited to discuss the thesis. The results from the final seminar are presented by the supervisors to Handledarkollegiet. A reader is appointed from within Handledarkollegiet, who assesses whether the thesis is ready to be defended. The Ph.D. student together with the supervisor decides when the departmental reader should be appointed. The reader makes a recommendation either for the Ph.D student to submit the thesis for defense or to revise the thesis before it can be defended.

For the halfway and final seminars, the supervisors and other members of the Research group, including doctoral students, as well as the Director of Studies, should be present.

These guidelines were agreed upon by Handledarkollegiet, during a workshop on March 11, 2014. The guidelines have been drafted by the Director of Studies of the Ph.D. Programme, Agnes Andersson Djurfeldt. A decision to implement them is taken by the Head of Department on the basis of this agreement.

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April 1, 2014