



UPPSALA
UNIVERSITET

General Syllabus for PhD Studies in Musicology

Approved by the Faculty Board of the Faculty of History and Philosophy 2007-05-07

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1. The objectives for PhD Studies

The objectives for PhD studies are to:

- demonstrate broad knowledge in, and systematic understanding of, Musicology, and in-depth and relevant specialist knowledge in defined areas in Musicology,
- demonstrate intimate knowledge of scientific methods in general, and musicological methods in particular,
- demonstrate ability of understanding scientific analysis and synthesis, also with ability to individually and critically examine and assess new and complex phenomena, issues and situations,
- demonstrate ability to critically, individually, creatively and with a scientific accuracy, identify and formulate issues, also with the ability to, with appropriate methods, plan and pursue research and other qualified assignments within time limits; the PhD students must also demonstrate the ability to examine and evaluate such work,
- with a PhD-dissertation, demonstrate the ability to make a contribution to the production of new knowledge, by means of individual research,
- demonstrate ability to in both national and international context authoritatively present and discuss research and research results, orally and in writings, in dialogue with the scientific community, and with society in other respects,
- demonstrate ability to identify demands for further knowledge,
- demonstrate potential for contributing to the development of society and supporting learning of others, within research, education and in other qualified, professional contexts,
- demonstrate intellectual integrity, scientific probity also with ability to make ethical research assessments,
- demonstrate in-depth insight into the possibilities and limitations of science, its function in society, and people's responsibility for how it is applied.

2. Eligibility and requirements for admission

To be accepted for PhD studies the applicant must have basic eligibility and special eligibility that the faculty board may have prescribed. The applicant must be considered to hold such abilities necessary in order to complete the studies. (cf. SFS 2010:1064, HF 7 kap 35 §). The Board of the Faculty of History and Philosophy determines the directives for special eligibility (AFUU 2 §, RUF 4 §).

2.1 Basic Eligibility

Basic eligibility is possessed by anyone who has obtained a degree at advanced level, and has fulfilled courses' requirements for at least 240 ECTS, of which at least 60 ECTS are at advanced level. The applicant may also have acquired principally equivalent knowledge in Sweden or abroad. The faculty board may accord an exemption for an individual applicant from the requirements of basic eligibility, if there are special reasons. (cf. SFS 2010:1064, HF 7 kap 39 §) The Board of the Faculty of History and Philosophy is responsible for making decisions to exempt an applicant from the requirement of basic eligibility (AFUU 2 §).

The applicant who before 1 July 2007 fulfilled the requirements of basic eligibility for admission to PhD studies, i.e. graduate studies for at least 120 ECTS or equivalent knowledge acquired in any other way in Sweden or abroad, will continue to be considered as having basic eligibility for admission to PhD studies, although only until the final day of June 2015. (cf. SFS 2006:1053, HF 12 chap 11. 2.2. Special Eligibility)

2.2. Special Eligibility

For special eligibility for admission to PhD studies, the applicant with a degree obtained before 1 July 2007 is required to have obtained satisfactory results in his or her undergraduate studies, in courses for at least 60 ECTS in Musicology. For applicants who have obtained their undergraduate degree after this date, degree at advanced level in Musicology will apply, or, upon approval, equivalent eligibility in Sweden or abroad.

3. Admission and selection

3.1 Information and notification of vacancies

Notification of vacancies at PhD level will be found on the website of the Department, www.musik.uu.se, and on www.uu.se, at least three weeks before the expiration of the deadline for applications. Furthermore, information will be given on the website of the Department on how the admission for the PhD studies is determined, the date for notification of vacancies at PhD level, the documents that need to be attached to the application, the structure of the studies and its financing.

3.1 Admission

Admission for the PhD studies and allocation of study assistance will take place openly and in competition. Admission will normally take place once a year. Application for admission should be addressed to the Department of Musicology, and be submitted to the Head of the Department on specific forms.

3.2 Selection

Selection among applicants who fulfil the eligibility requirements will be made with consideration of their ability to assimilate PhD studies and will be based on following assessments:

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 Bachelor 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 selection will also take into consideration the Division's ability to tutor the applicant within specific topics. Whereas an applicant may be judged to have previous work experience or education that could be credited toward fulfilling some requirements of the PhD degree, such

qualifications alone are not a basis for the applicant to have an advantage over other applicants in the selection process. (cf. SFS2010:1064, HF 7 kap. 41 §)

4. Contents and structure of the PhD Studies

4.1. Structure of the PhD studies

PhD studies will be concluded by a PhD-degree or a licentiate degree. The studies must comprise 240 ECTS points for the PhD-degree and 120 ECTS points for the licentiate degree. A doctorate student who has been admitted to PhD studies that will be concluded with a PhD-degree may, if he or she wishes, take a licentiate degree as an intermediate qualification.

The applicant can also, if he or she wishes and if the Faculty Board considers it appropriate, be admitted for PhD studies comprising 120 ECTS points, and concluded with a licentiate degree.

4.2 Tutoring

Two tutors will be appointed for each PhD student, one of whom will be the principal tutor with overall responsibility for the studies – including the dissertation work – and an assistant tutor. The principal tutor must be employed by or an adjunct to Uppsala University. The tutors must have a doctoral PhD-degree or equivalent. At least one of the tutors must be qualified as associate professor. (cf. UFV 2006/1135, 1§ AFUU)

The PhD student is entitled to tutoring during the duration of studies, unless the Vice Chancellor decides otherwise, under HF 6 chap 37§. A PhD student who requests to change tutor, shall be allowed to do so. (cf. SFS 2010:1064, HF 6 kap 28 §). At least one of the tutors of a PhD student must have completed training as a tutor or be considered by the Faculty Board to possess equivalent competence.

4.3 Individual syllabus

An individual syllabus must be drawn up for each PhD student. Approval of this will be delegated by the Head of the Department of Musicology, after consultation with the PhD student and his or her tutor.

The individual syllabus must contain a timetable for the PhD student's studies, specification of the organization of the PhD student's tutoring, a description of the undertakings in general of the PhD student and the Faculty Board (i.e. the Department) during the period of studies, and whatever else that may be necessary to carry out the studies effectively throughout the period.

Extension, periodicity, financing, and special needs must be specified in the individual syllabus. The individual syllabus will be pursued at least once a year. At this occasion the PhD student and the principal tutor must inform the Faculty Board on the progress of the studies. The Faculty Board may then, or at any other occasion, when motivated, make necessary amendments in the individual syllabus. The study period may be extended only in case of exceptional circumstances. Such circumstances may be leave of absence due to illness, absence for service in the defence forces, position of trust in labour unions or student organizations, or parental leave. Before any amendment is made, the PhD student and the tutors will be given the opportunity to comment. The PhD student, the tutor and the Head of the Department must certify in writing that they have inspected the individual syllabus, and any contingent amendments (cf. SFS 2010:1064, HF 6 kap 29 §). Individual syllabus forms may be obtained on the website of the faculty. The form must be filled in on a computer (not written by hand) and signed by the director of PhD studies before it will be submitted. http://www.histfilfak.uu.se/medarbetare/Utbildning_forskarniva/studieplan/ (The form is in Swedish/English. Follow the link "Individuell studieplan, blankett".)

5. Courses

The PhD studies consist of a course part comprising 60 ECTS points. They include one obligatory faculty course, "Professional Training in the Arts and Humanities" (7,5 credits).

5.1 Course Cycle

The obligatory faculty course is presented in English over two terms, by teachers from the faculty and invited guest lecturers of international reputation. The course is mainly focused on the *profession*: to graduate as a PhD at the Faculty of History and Philosophy is a training as a researcher within the humanities. Students should take the course during their first year, unless there are any specific reasons not to. Regarding the other course work, the tutors will together with the PhD student plan in what order and in which manner the courses shall be fulfilled.

5.2 Knowledge test

Each course of PhD studies will be concluded in a written or oral examination. The examination will be graded Pass or Fail. Grading will be decided by a teacher appointed as examiner by the Head of the Department. All course credits must have been obtained before the public defence takes place. Exemption from this rule is not permitted, unless certain circumstances exist.

5.3 Accreditation

A PhD student that has received passing grades at another higher education institution on a course forming part of PhD studies has a right to credit for it by agreement with examiner.

Applicants holding a Master Degree, or having an education that exceeds the basic and special eligibility can apply for accreditation of the courses in their PhD studies.

6. Dissertation and public defence

6.1 Dissertation

The doctoral dissertation shall take form of either a uniform, coherent scientific piece of work (monograph dissertation), or as a short comprehensive summary of scientific papers, which the PhD student has compiled alone or together with another person (compilation dissertation). The doctoral dissertation, or where applicable the scientific papers/articles, must be of such qualities as to fulfil the reasonable requirements for acceptance for publication in a scientific forum.

Dissertations and papers in compilation theses which have been compiled by more than one person can be credited for licentiate or PhD-degrees only if it is principally possible to distinguish the authors' contributions. (cf. UFV 2010/472, 6§ AFUU)

The subject and language of the dissertation will be decided in consultation with the tutors. Each dissertation shall be accompanied by a brief *abstract* in English.

The manuscripts of the dissertations shall be presented at one or more research seminars, or be submitted to equivalent examination arranged by the Department. Appropriation of state funds for printing of doctoral dissertation will be paid in accordance with rules decided by the Faculty Board.

Where applicable, this will also apply to the licentiate dissertations.

6.2 Public defence

Doctoral dissertation will be defended orally at a public defence. Time and place of the public defence will be determined by the Dean. The public defence shall however take place during a term. Decision on defending a doctorate dissertation outside Uppsala, will be taken by the Dean on special request.

A public defence shall be announced in good time (at least three weeks before the defence) by electronic publication of the date (“spikning”). A shorter time of notice may be permitted by the Dean in case of exceptional circumstances. (cf. UFV 2009/1993, 9§ RUF)

Notification of submission of doctoral dissertation will be announced digitally, but can also be announced on the notice board in the University Building. For compilation dissertations, digital publication of the comprehensive summary is obligatory.

At the time of notification, the doctoral dissertation shall be available at the university in adequate number of copies to facilitate a satisfactory examination of the dissertation at the public defence. The Faculty Board will determine a minimum number of copies of monograph dissertations and complete compilation dissertations (comprehensive summary plus component works) in a certain order. In addition, departments are responsible for printing and for distribution of the doctoral dissertations to tutors, examining committee, chairperson at the defence, and the opponent. The departments are also responsible for ensuring that the doctoral dissertations are available for examination/distribution at the defence.

The defence will be directed by a chairperson and there must be an opponent. The Dean will decide upon the chairperson, opponent and examining committee, after application on a specific form. The form must be filled in on a computer, printed, and signed by the Director of PhD Studies.

The opponent has a right to be at the meetings of the examining committee and participate in the deliberations but not in the decisions. The same applies to the principal tutor, if he or she is not a member.

Normally, an examining committee consists of three members, one of whom shall be elected chairperson. The member who has been tutoring the PhD student is not allowed to be member of the committee unless there are exceptional circumstances. The examining committee shall elect a chairperson from amongst its number.

A doctoral dissertation will be graded Pass or Fail. No explanation for the passing grade shall be given in the certificate or in the minutes of the examining committee. A member of the examining committee who wishes to make reservations regarding the majority’s decision, may record his or her dissentient opinion in the minutes or any other decision document, however not in the degree certificate. When grading the doctoral dissertation, both contents of the dissertation and defence of the dissertation shall be taken into consideration.

Grades for a doctoral dissertation shall be determined by an examining committee, appointed specially for each dissertation. All course credits must have been obtained before the public defence takes place.

6.3 Licentiate seminar

The licentiate dissertation will be defended orally at a public seminar. It will be graded Pass or Fail. When grading, account will be taken of both the contents of the dissertation and its defence. The grades will be determined by an examiner appointed by the Head of the Department. All course credits must have been obtained before the seminar takes place. Time and place for the seminar shall be determined by the Head of the Department.

7. Degree

A doctoral degree is obtained after the PhD student has completed studies comprising 240 ECTS points in Musicology, obtained passing grades in the examinations included in the studies, and

compiled a doctoral dissertation which has been publicly defended and approved by the examining committee.

The licentiate degree is obtained after the PhD student has completed studies comprising 120 ECTS points in Musicology, obtained passing grades in the examinations included in the studies, compiled a licentiate dissertation which has been defended at a public seminar and approved by an examiner.

Degree certificates are issued by Vice-Chancellor upon application to the Degree Department (Examensheten).

8. Other instructions

Present statutory provisions on the PhD studies are contained in:

Higher Education Ordinance, ch. 5 (employment as a PhD student), ch. 6 (the studies) and ch. 7 (admission for PhD studies).

Admission policy for the PhD studies at Uppsala University (UFV 2010/472).

Directions regarding the PhD studies at Uppsala University (UFV 2010/472).