

General Syllabus for the Doctoral Programme in Business Studies

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General Syllabus for the Doctoral (Doctoral/Licentiate) Programme in Business Studies

1. Goals of the programme

According to the System of Qualifications, to be awarded a Doctoral degree the doctoral student must

- demonstrate broad knowledge and systematic understanding of business studies as well as advanced and up-to-date specialized knowledge in a limited area of business studies,
- demonstrate familiarity with research methodology in general and the methods of business studies in particular,
- demonstrate the capacity for scholarly analysis and synthesis as well 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, and
- 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.

Relevant parts of these goals also apply to the Degree of Licentiate.

2. Entry requirements and prerequisite qualifications

For admission to the doctoral programme in Business Studies, the applicant must meet the general and specific entry requirements that the Faculty Board has laid down and be considered in other respects to have the ability required to benefit from the doctoral programme (see SFS 2010:1064, Higher Education Ordinance (HEO), Chapter 7 Section 35). The Board of the Faculty of Social Sciences is charged with establishing provisions regarding specific entry requirements (Admissions Ordinance at the Graduate Level, Uppsala University, AFUU, Section 2, RUF Section 4).

2.1 General entry requirements

A person meets the general entry requirements if he or she has been awarded a master level (or equivalent) qualification, has satisfied the requirements for courses comprising at least 240 credits of which at least 60 credits were awarded at the master level, or has acquired substantially equivalent knowledge in some other way in Sweden or abroad.

The higher education institution may permit an exemption from the general entry requirements for an individual applicant, if there are special grounds (see SFS 2010:1064, HEO Ch. 7 Sec. 39). Decisions regarding exemptions from general entry requirements are made by the Board of the Faculty of Social Sciences (AFUU Sec. 1).

Those who meet the general entry requirements for doctoral programmes before 1 July 2007 will also be considered to meet the general entry requirements for doctoral programmes after that, however, until no later than the end of June 2015 (see HEO Entry into effect and transitional provisions for SFS 2006:1053 pt. 11).

2.2 Specific entry requirements

To meet the specific entry requirements for admission to the doctoral programme in business studies, applicants must have completed courses in business studies comprising 90 credits. Those who have acquired the equivalent knowledge in some other way in Sweden or abroad also meet these specific entry requirements.

Those who meet the specific entry requirements for the doctoral programme in business studies before 1 July 2007, that is, a Degree of Bachelor of Social Science with at least 60 credits in business studies including a 10-credit bachelor's paper, will also be considered to meet the general entry requirements for doctoral programmes after that, however, until no later than the end of June 2015.

3. Admission and selection

3.1 Information and notification of vacancy

Notification of vacancies in the doctoral programme is done on the Department of Business Studies website www.fek.uu and on www.uu.se at least three weeks before the deadline for application. The Department website also contains information about how admission to the doctoral programme is arranged, the time for advertising vacancies in the doctoral programme, documents to be appended to applications, the structure of study programmes, and forms of financing.

3.2 Admission

Admissions to the doctoral programme and allocations of financial support are done openly and competitively. Normally admission takes place once per year. Application for admission should be addressed to the Faculty of Social Sciences but submitted to the head of the Department of Business Studies, using the special application forms that can be downloaded from the Faculty website www.samfak.uu.se.

The Faculty may only admit applicants to the doctoral programme who have been appointed to doctoral studentships or awarded doctoral grants. The higher education institution may, however, admit applicants who have some other form of funding for their studies if it considers that the funding can be guaranteed during the entire period of study and that the applicants can devote enough time to their studies to enable their completion within four years in the case of a licentiate degree or eight years in the case of a PhD (see SFS 2010:1064 HEO, Ch. 7 Sec. 36, RUF Sec. 3).

The Board of the Faculty of Social Sciences has delegated to the head of the Department of Business Studies the authority to make decisions, in consultation with doctoral supervisors at the Department, regarding admission to the doctoral programme. This does not apply to admission of applicants with financing from other higher-education institutions, admission to the doctoral programme comprising 120 credits leading to the Degree of Licentiate, courses and programmes pursued part-time, doctoral programmes funded by the student finance system or the student him/herself (e.g. part-time employment, private means, support from another person or organisation). In such cases admission is decided by the Faculty Board.

3.3 Selection

In selecting among applicants who meet the entry requirements, their ability to benefit from the doctoral programme shall be taken into account and be based on the following criteria:

- Educational background and prerequisite knowledge: what courses and study programmes the applicant has completed and with what outcomes.
- Degree papers, the bachelor's paper and, where relevant, the master's paper or other written work.
- Assessment of the applicant's capacity to benefit from the doctoral programme in business studies based on criteria regarding methodological rigour, theoretical awareness, capacity for critical thinking and independent and original work, as well as communication skills.
- Orientation of the research and the availability of supervision. A precondition is that the Department is able to offer supervision and an environment conducive to research for the research project at hand.

However, the fact that an applicant is considered able to transfer credits from prior courses and study programmes or for professional or vocational experience may not alone give the applicant priority over other applicants (see SFS 2010:1064 HEO, Ch. 7 Sec. 41).

4. Content and structure of the programme

4.1 Structure of the programme

The doctoral programme in business studies leads to a Degree of Doctor (PhD) or a Licentiate degree. The study programme must comprise 240 credits for the doctorate and 120 credits for the licentiate. A doctoral student admitted to the doctoral programme leading to a doctorate may, if he or she wishes, complete a licentiate as a step towards the doctorate.

An applicant may also, if he or she wishes and the Faculty Board finds it appropriate, be admitted to the doctoral programme comprising 120 credits leading to a licentiate degree (AFUU Sec. 3).

The doctoral programme in business studies leading to a doctorate comprises four years of net study time and consists of coursework comprising 90 credits and a doctoral dissertation comprising 150 credits.

The doctoral programme in business studies leading to a licentiate comprises two years of net study time and consists of a licentiate thesis comprising 60 credits, obligatory coursework comprising 30 credits and optional coursework comprising 30 credits.

Distribution of tasks: the doctoral student is recommended to start his/her dissertation/thesis work early and pursue coursework in parallel with this. The work must be continually reported at departmental seminars. Supervisors must regularly discuss the progress of studies with their doctoral students.

4.2 Supervision

For each doctoral student, the Faculty Board shall appoint two supervisors, one with the primary responsibility for the candidate's studies – including dissertation/thesis work – and one deputy supervisor. One of the supervisors must be employed by or adjoined to Uppsala University. The supervisors must hold doctorates/equivalent, and at least one of the supervisors must be qualified as a senior lecturer (associate professor) (see AFUU Sec. 1).

The doctoral student has the right to supervision during the study programme, unless the Vice-Chancellor decides otherwise by virtue of HEO Ch. 6 Sec. 30. A doctoral student who so requests shall be allowed to change supervisor (see SFS 2010:1064 HEO, Ch. 6 Sec. 28).

At least one of the supervisors must have completed training for supervisors or have been deemed by the Faculty Board to have the equivalent competence.

4.3 Individual study plan

An individual study plan shall be drawn up for each doctoral student. By delegation from the Board of the Faculty of Social Sciences, this plan shall be adopted by the head of the Department of Business Studies after consultation with the doctoral student and his or her supervisors.

This plan shall contain a timetable for the doctoral student's study programme, information about how the doctoral student's supervision is organized, a description of the other undertakings made by the doctoral student and the Faculty Board (that is, the Department) during the period of studies, and whatever else is required to ensure that the study programme is continuously pursued in an effective manner.

The individual study plan shall be reviewed by the Faculty Board at least once a year. In this review the doctoral student and the principal supervisor must inform

the Faculty Board of the progress of the studies. The Faculty Board may then, or on any other occasion when it is justified, make any necessary changes to the individual study plan. The period of study may be extended only if there are special grounds for doing so. Such grounds may comprise leave of absence because of illness, leave of absence for military service or an elected position in a trade union or student organisation, or parental leave. Before any change is made the doctoral student and supervisor must be given the opportunity to express themselves in the matter.

The doctoral student, the principal supervisor and the head of department must certify in writing that they have read the individual study plan and the changes made to it (see SFS 2010:1064, HEO Ch. 6 Sec. 29).

The form for the individual study plan can be downloaded from the Faculty website www.samfak.uu.se.

5. Courses

5.1 Coursework requirements and offerings

The doctoral programme in business studies consists of coursework comprising 90 credits, to be distributed so that 30 credits consist of obligatory courses and 60 credits consist of optional courses.

Obligatory courses are given within the framework of the study programme's introductory semester and comprise courses in fundamental academic issues and scientific method. Doctoral students participating in national graduate schools and other collaborative programmes may pursue the course of studies for these programmes if they have the equivalent content.

Optional courses: Organisational Theory, Marketing Theory, and Accounting Theory.

Besides the courses above, a number of special courses are offered, and doctoral students have many opportunities to pursue courses at other higher-education institutions.

5.2 Examinations

Every course in the doctoral programme concludes with written or oral examinations. The examinations are assessed using the grades of Pass and Fail. The grade is to be determined by a teacher specially appointed by the head of department (examiner). The following categories of teachers may be appointed

examiners for doctoral courses: professors, senior lecturers (associate professors), lecturers, who hold doctorates and have been reviewed by a recruiting group (applied for and selected for employment in competition), associate senior lecturers, and postdoctoral research fellows.

5.3 Transfer of credit

Doctoral students who have received passing grades for courses included in doctoral programmes at another higher-education institution have the right to transfer credit for these courses with the consent of the examiner. The same applies to courses given within the framework of the Faculty's joint offerings (national graduate school courses) or courses arranged by some other faculty at Uppsala University.

6. Dissertation and public defence

6.1 Dissertation

The doctoral dissertation may take the form of either a uniform, coherent academic work (monograph dissertation) or as a brief summary of academic articles that the doctoral student has written alone or jointly with some other person (compilation dissertation).

The doctoral dissertation or, where relevant, the academic articles, must maintain a level of quality that meets reasonable requirements to be accepted for publication in an academic forum.

Dissertations and articles within compilation dissertations written by multiple individuals may be approved in licentiate theses and doctoral dissertations only if it is possible to distinguish the contribution of each author (see UFV 2010/472, Sec. 6 AFUU).

The topic and the language of the dissertation are to be determined in consultation with the supervisors. Each dissertation must be accompanied by a brief abstract in English.

The dissertation manuscript must be put forward at one or more research seminars or be subjected to the equivalent review under the aegis of the Department. State funding of printing of doctoral dissertations is granted following regulations laid down elsewhere by the Faculty Board.

This also applies, in relevant parts, to licentiate theses.

6.2 Public defence

The doctoral dissertation must be defended orally in public. The time and place of the public defence are to be determined by the dean. Public defences and licentiate seminars may take place during semester time and during summer break with the exception of 15 June to 15 August, inclusive (see RUF Sec. 11).

The public defence must be publicly announced in good time (at least three weeks) by electronic publication. A shorter period of availability may be granted by the dean only for extraordinary reasons (see UFV 2009/1993 Sec. 9 RUF). The so-called 'nailing pages' must thus be published digitally, but they may also be "nailed" in the University Main Building. For compilation dissertations, the summary must also be published digitally. For students admitted to complete the licentiate degree only, the nailing pages must be published digitally (see UFV 2009/1993, Sec. 9 RUF).

At the time of the electronic publication of the nailing pages, the doctoral dissertation must be available at the University in a sufficient number of copies to enable it to be satisfactorily reviewed at the public defence. The Board of the Faculty of Social Sciences determines the minimum size of the edition of monograph dissertations and complete compilation dissertations (summary and articles included) in special provisions (see Faculty website www.samfak.uu.se). Beyond this, departments are responsible for printing and distributing dissertations to supervisors, examining committees, the chairperson of the public defence, and the opponent (faculty examiner) and must ensure that copies of the dissertation are available for review/distribution at the public defence. The dissertation is also to be sent to every department at higher-education institutions in the country with research and a doctoral programme in business studies so that it will be available there at least two weeks before the public defence (see SAMFAK 2003/39).

The public defence is to be led by a chairperson. There must be an opponent (faculty examiner) at the public defence. Decisions about the chairperson of the public defence, the opponent and the examining committee are made by the dean following application using a form that can be downloaded at the Faculty website www.samfak.uu.se.

The opponent (faculty examiner) has the right to be present at meetings of the examining committee and to take part in deliberations but not in decisions. The same applies to the principal supervisor, unless he or she is a member.

Normally an examining committee at the Faculty of Social Sciences at Uppsala consists of three members, one of whom must be elected as chairperson. The composition of the examining committee is the following: one member comes from

the home department, one member comes from another department within the Faculty of Social Sciences at Uppsala University, and one member comes from another higher-education institution. The individual who was the principal supervisor of the doctoral candidate may not belong to the committee unless there are extraordinary grounds. The committee elects its own chairperson. In the appointment of an examination committee, gender balance should be sought. Thus, the examining committee must consist of both women and men, unless there are extraordinary reasons for an exception. Exemptions may only be granted by the dean.

A doctoral dissertation is to be assessed using the grade of Pass or Fail. No justification for a Pass is to be stated in the certificate or in the minutes of the examining committee. A member of the examination committee who wishes to object to the majority decision may register a dissenting opinion in the minutes or other documentation of the decision, though not in the degree certificate. In assigning a grade, consideration must be given to the content of the dissertation and to its public defence. The grade for a doctoral dissertation is to be assigned by an examining committee that is specially appointed for each dissertation.

All course credit should be completed before the public defence takes place.

6.3 Licentiate seminar

The licentiate thesis must be orally defended at a public seminar. It is to be assessed using the grades of Pass and Fail. In assigning a grade, consideration must be given to the content of the thesis and to its public defence.

The grade is to be determined by an examiner, who is appointed by the head of department.

All coursework should be completed before the seminar takes place.

The time and place of the seminar are to be determined by the head of department.

7. Degrees

The doctoral degree in business studies is awarded once the doctoral candidate has completed the doctoral programme comprising 240 credits in business studies and thereby achieved a passing grade on the examinations included in the study programme and written and publicly defended a doctoral dissertation that was approved by the examining committee.

The licentiate degree in business studies is awarded once the doctoral student has completed the doctoral programme comprising 120 credits in business studies and thereby achieved a passing grade on the examinations included in the study programme and written a licentiate thesis and defended it at a licentiate seminar, achieving a passing grade from the examiner.

The degree certificate is issued by the Vice-Chancellor upon application to the Graduation Office.

8. Transitional provisions

Doctoral students who have pursued earlier syllabuses in business studies may, if it is possible considering the course of these studies, request to be transferred to the new syllabus. Decisions about transferring to a new syllabus are made by the head of department after consultation with the supervisor and the examiner, who must grant any exemptions from obligatory components in the new syllabus. Doctoral students admitted under previous syllabuses have the right to complete their study programme in accordance with that syllabus. The present syllabus went into effect on 26 May 2011 and has been updated in regard to references to governing regulations on 1 March 2012.

9. Other instructions

Current governing provisions regarding doctoral programmes are found in:

- Higher Education Ordinance (HEO), Ch. 5 (doctoral studentships), Ch. 6 (doctoral programmes), and Ch. 7 (admission doctoral programmes)
- Admission Regulations and Provisions for Grading in the Doctoral programmes at Uppsala University (AFUU)
- Guidelines for Doctoral Programmes at Uppsala University (RUF), UFV 2009/1993
- Delegation Regulations and Decision-making Structure for the Board of the Faculty of Social Sciences (www.samfak.uu.se)