

# **Department of Business Administration**

## **Guidelines for Third-Cycle Education**

*Read in the Research and PhD Education Committee (FFUN) on 27 May 2002, latest revision on 3 May 2017.*

*Approved by the Department Board at the Department of Business Administration on 21 June 2017.*

This document details the specific conditions for third-cycle education at the Department of Business Administration, Lund University. The intention is that the document will be updated as the department's guidelines change. The document complements the directions given in the 'Regulations for third-cycle education at the School of Economics and Management, Lund University' (*Föreskrifter för forskarutbildningen vid Ekonomihögskolan, Lunds universitet*), from 18 December 2013, EHL 2013/182, and Chapters 5, 6 and 7 of the Higher Education Ordinance. For rules on expenses, settlement of accounts, etc. see 'Settlements and allowances to supervisors and doctoral students' (*Forskarutbildningen: Ersättning och bidrag till handledare and doktorander*), adopted by the Research and PhD Education Committee 6 February 2002, revised 10 April 2013. Where credits are listed, these are higher education credits, where 1.5 credits correspond to 1 credit under the previous regulations.

### **Programme aim**

The aim of the third-cycle study programme is to create an internationally competitive doctoral degree which prepares research students for advanced professional research activities in academia, the public sector or industry, and to contribute to the development of knowledge in society. The programme shall provide specialised knowledge of the key aspects of the subject and in particular within the specific area addressed by the doctoral student's thesis. It shall also provide the doctoral student with specialised knowledge of a variety of research methods and approaches relevant to the subject.

### **Conditions for eligibility and admission**

Admission takes place on an ongoing basis during semester time. The dates for admission are announced well in advance on the department websites.

To be eligible for admission, students must meet the general entry requirements and have completed at least 90 credits in a subject relevant to the research studies programme and an independent degree project, relevant to the research studies programme, worth at least 15 credits. Students who have acquired largely equivalent knowledge in some other way or in another country may also be considered to meet the specific entry requirements.

Applicants shall provide the requisite documents to prove their eligibility. In addition, applicants shall submit a research plan presenting an idea for a thesis topic. Admission is on the condition that there are potential supervisors at the department who have subject expertise in the thesis topic presented.

A plan must also be presented showing how the student's studies will be funded. The funding should preferably be secured through a doctoral studentship, a research grant, scholarships or equivalent funding that can support the doctoral student during his or her studies. Decisions on admissions are taken by the head of department together with the director of third-cycle studies and in consultation with the Research and PhD Education Committee. If necessary, an expert opinion can be sought from other members of staff at the department who have special expertise in the subject that the applicant intends to address in his or her thesis.

## Requirement for individual study plan

An individual study plan shall be drawn up for all doctoral students, stating the planned activities and financing of the PhD-studies. The study plan is to be drawn up in consultation with the supervisor and eventually approved by the head of department. The study plan must to be reviewed at least once every year. The study plan provides an important basis on which to assess the doctoral student's performance and progress. A document template can be downloaded from the department's intranet.

## Programme structure

There are two study alternatives: two years of study leading to a licentiate degree, or four years of study leading to a PhD. The licentiate programme comprises courses (45 credits) and a licentiate thesis (75 credits). The PhD programme comprises courses (90 credits) and a doctoral thesis (150 credits).

### Course component

The table below summarises the structure of the course component for the two degrees.

Course	PhD	Licentiate
Introduction to research methods 15 credits	Compulsory	Compulsory
Qualitative research methods 7.5 credits	Compulsory	Compulsory
Quantitative research methods 7.5 credits	Compulsory	Compulsory
Theory of science 7.5 credits	Compulsory	
Business administration theory 7.5 credits	Compulsory	
<b>Total of compulsory courses</b>	<b>45 credits</b>	<b>30 credits</b>
Optional courses	45 credits, of which max. 15 credits independent study courses	15 credits, of which max. 7.5 credits independent study courses
<b>Total</b>	<b>90 credits</b>	<b>45 credits</b>

It is possible to include up to 15 credits of Master's courses of relevance to the doctoral student's thesis subject in the third-cycle study programme. A Master's degree project is usually an admission requirement and cannot be included in the third-cycle study programme. This also applies to doctoral students who have not referred to their Master's degree as a qualification in their application for third-cycle studies. The director of third-cycle studies decides on the inclusion of Master's courses in consultation with the supervisor. A transfer of credits will shorten the programme length and doctoral studentship correspondingly.

Courses can be taken both at the department and elsewhere. Courses taken at other departments can be included in the PhD-exam if approved by the director of third-cycle studies. Where there is doubt, the course shall be approved by the Research and PhD Education Committee. An application to include courses from another department shall be made jointly by the supervisor and the doctoral student.

Independent study courses may be worth between 3 and 7.5 credits. They should reflect well a number of aspects/theories within a subject area and should be significantly higher than Master's level in terms of quality. The person who agrees to deliver an independent study course commits to giving the course for a period of at least three years. Independent study may also include seminars and opportunities for discussion to a limited degree.

Course descriptions for all current third-cycle courses shall be made available to doctoral students, including via the department website. All third-cycle courses given at the Department of Business

Administration shall be approved by the Research and PhD Education Committee before a formal decision is made by the Department Board.

#### Seminars in connection with thesis work

During their third-cycle studies, doctoral students shall present their work on the thesis at a minimum of two compulsory internal seminars – one research proposal (RP) seminar and one final seminar. If the doctoral student chooses to take both a licentiate and a PhD, a final review is required for each thesis. In addition, and especially for doctoral students who choose not to present a licentiate thesis, it is also possible to have a non-compulsory midway review, a middle seminar. The manuscript shall be made available at least a week in advance of an RP seminar and at least two weeks in advance of all other seminars on the department's homepage. Otherwise, the following points shall apply for each seminar:

##### *RP seminar:*

- Shall be held at an early stage of the programme; preferably during the first year.
- A project description for the thesis work shall be provided as a basis for discussion, including theoretical and methodological points of departure, a description of the research problem, a specification of the aims, expected results and a timetable. The plan should be in a state suitable for sending as an application to a research council or similar.
- At least two peer reviewers shall be appointed, of which at least one shall hold a PhD.
- The purpose of the seminar is to establish whether the subject is relevant, researchable and sufficiently well described. The peer reviewers decide whether to approve the seminar report in consultation with the supervisor. If it is not judged to be feasible then a new seminar must be held.

##### *Final seminar for doctoral thesis*

- The final seminar is held towards the end of the programme.
- A complete and coherent manuscript of the doctoral student's proposed doctoral thesis shall be made available as a basis for discussion.
- At least two peer reviewers shall be appointed, of which at least one shall have the qualifications required for a readership.
- The final seminar forms the department's internal quality assurance of the doctoral thesis. The peer reviewers decide whether to approve the manuscript in consultation with the supervisor. If the draft thesis is deemed to have significant shortcomings, a new final seminar must be held.

##### *Final seminar for licentiate thesis*

- The final seminar takes place towards the end of the doctoral student's work on the licentiate thesis.
- A complete and coherent manuscript of the doctoral student's proposed licentiate thesis shall be made available as a basis for discussion.
- At least two peer reviewers shall be appointed, of which at least one shall hold a PhD.
- The peer reviewers decide whether to approve the manuscript in consultation with the supervisor. If the draft thesis is deemed to have significant shortcomings, a new final seminar must be held.

##### *Middle seminar*

- It is possible to hold a middle seminar when the doctoral student has reached the stage at which the structure and significant parts of the contents of the doctoral thesis are complete. This is usually when the student has between one year and 18 months of work left.
- There are no formal rules on peer review at the middle seminar. However, it is recommended that at least two peer reviewers should be appointed, of whom at least one should hold a PhD and preferably have the qualifications required for a readership.
- The middle seminar is voluntary and no formal assessment is made of the quality of the manuscript. However, the seminar should result in clear recommendations to the doctoral student for the work remaining before the thesis can be expected to be sufficiently complete that it can be presented at a final seminar.

## Supervision

Every doctoral student shall have a supervision committee with at least two members. On admission or shortly thereafter, a principal supervisor shall be appointed. The appointment of an assistant supervisor can, preferably, wait until after the RP seminar. The doctoral student submits an application stating who is to be appointed after consultation with the director of third-cycle studies. The supervision committee shall be approved by the Research and PhD Education Committee before a decision is made by the Head of Department. All supervisors must have undergone training for PhD-supervision. The principal supervisor must have at least the qualifications required for a readership (docent) and be employed at the Department of Business Administration. The other members can be selected from among all staff holding a PhD at the department or from other departments if specialist knowledge is required for the work. The committee then works in accordance with the guidelines stated in the doctoral student's individual study plan until the thesis is complete. In certain cases, it may be acceptable for the principal supervisor to be employed at another department. However, this is primarily in cases where the employment requirement would have a negative impact on the doctoral student's ability to complete the thesis within the allocated time frame. If an exception is to be made from the requirement for employment at the department, the proposed supervisor must have links to the Department of Business Administration and be able to maintain continual and close contact with the doctoral student. If an exception is granted, the doctoral student must have at least one assistant supervisor who is employed by the department.

## Follow-up of the doctoral student's progress during his or her studies

It is primarily the supervision committee which is responsible for following up the doctoral student's progress in his or her third-cycle studies, ensuring that the individual study plan is followed, and giving the doctoral student the support needed during his or her studies. In addition, the compulsory seminars also form an important part of the follow-up. It is also the responsibility of the director of studies to follow up (on a yearly basis) how well the doctoral student has settled into his or her studies. The follow-up mainly consists of checking whether the compulsory RP seminar has been held successfully and checking the doctoral student's performance on courses. Where necessary, discussions should also take place with the doctoral student and his or her supervisor.

## Final examination

For a doctoral degree, the thesis shall be reviewed by an examining committee in conjunction with the public defence. The committee should normally have three members with the qualifications required for a readership. Of these, no more than one may be active at the department where the defence is held, and no more than one of the others may belong to Lund University. At least one committee member must be a professor. It is also acceptable to have five members on the examining committee if the supervisors consider that the character of the thesis justifies this (for example if the thesis spans several subjects). In this case, no more than two members may be from the department, and no more than two of the others may be from Lund University. The faculty examiner cannot be active at Lund University.

Licentiate theses shall be reviewed by an opponent and an examiner. As a minimum requirement the examiner shall be qualified for readership (docent), and cannot be the same person as the principal or assistant supervisor. The opponent cannot be active at Lund University.

No later than five weeks before the public defence of the thesis, the dean, on the recommendation of the department concerned, appoints a faculty examiner, members of the examining committee and a chair for the defence. Before the recommendation is submitted to the dean, it must be approved by the

Research and PhD Education Committee and the Department Board, and signed by the Head of department.

For other rules and regulations on the licentiate seminar and the public defence, please see the School of Economics and Management regulations on third-cycle education at the School of Economics and Management.

### **Criteria for compilation theses**

- 4–5 publishable papers in PhD theses. 2–3 publishable papers in licentiate theses.
- Introductory chapter that shows how the individual papers relate to the overall PhD project. The introductory chapter should present an overall discussion of the research problem(s) and the contribution(s), as well as a discussion of the research design and methods. The chapter should also present conclusions of the overall PhD project.
- The Norwegian list (Norska listan) lists the journals to publish in.
- At least two sole-authored papers in PhD theses. At least one paper sole-authored paper in licentiate theses.

### **Salary**

It is primarily the responsibility of the head of department to set the salaries of doctoral students on doctoral studentships or other types of employment at the Department of Business Administration. A basic principle is that doctoral students receive a salary increase at each of the following stages in their third-cycle studies:

- 60 credits achieved
- 120 credits achieved or licentiate degree
- 180 credits achieved

Applications for salary increases shall be made to the faculty board by the individual student through the submission of a certificate from the head of department. A practical way to go about this is that the doctoral student receives a certificate from the supervisor with an estimation of how many credits the doctoral student has achieved in his or her third-cycle studies (divided into courses and thesis work). The certificate is then submitted to the head of department who checks against the individual study plan, approves the application and sends it on to the School of Economics and Management Faculty Office.

The salary increase applies from the month after the student reaches the stage, however, at the earliest six months before the application reaches the faculty office.

### **Opportunities for doctoral students to teach and receive training in teaching and learning**

In general, it is important that new employees at the department are initiated into the different areas of activity on an ongoing basis. Teaching is a major part of this. The department takes a positive view of doctoral student participation in teaching to a limited extent and in such a way that the work on the thesis is not neglected. The upper limit for what is allowed in terms of teaching and other departmental work is set at 20 % of full-time working hours. For those on a doctoral studentship, allowance is made for time spent on departmental work through the extension of the studentship by a corresponding amount up to the maximum level mentioned above. This also applies to doctoral students with external financing, who during their fourth year are financed through a doctoral studentship at the department.

Doctoral students who engage in teaching are to undergo at least two weeks' training in teaching and learning in higher education, and all doctoral students are to be given the opportunity to take part in

teacher training courses. The type of training appropriate is decided in consultation between the doctoral student, the supervisor, and the department management.

Credit can be given for training in teaching and learning up to a maximum of 7.5 credits as part of the course component of the third-cycle study programme.

**Policy on access to a workspace, office equipment, etc.**

- Doctoral students have, for the four years of study, the right to an email-address and a user ID to use the Department of Business Administration server.
- Doctoral students have the right to 100 personal business cards in accordance with the model used by the department.
- Active doctoral students shall, for the four years of study, be offered a space in a shared office equipped with a telephone and computer and an access card, as well as a pigeonhole.