



# HÁSKÓLI ÍSLANDS

## Handbook on Doctoral Studies at the School of Humanities

March 2017

## **Foreword**

This handbook is intended for doctoral students at the School of Humanities. It was composed by the School of Humanities doctoral studies committee and the Doctoral Association for the School of Humanities and is updated when necessary. The objective of the handbook is to provide a thorough overview of the most important information on doctoral studies at the School.

The objective of a doctoral programme at the School of Humanities is to provide doctoral students with extensive and solid training in research, enable them to conduct independent academic work, acquire new knowledge and communicate this knowledge. Programmes are run in accordance with: accreditation from the Ministry of Education, Science and Culture; the Regulation for the University of Iceland; the Regulation on doctoral study at the School of Humanities; and Criteria and requirements for the quality of doctoral studies at the University of Iceland.

The doctoral studies committee oversees all doctoral programmes at the School of Humanities. The committee also strives to foster a supportive community for both supervisors and doctoral students. The committee comprises the chairs of the faculty postgraduate study committees, a doctoral student representative and the School dean, who also chairs the committee.

The Doctoral Association for the School of Humanities was founded in 2006 with the aim of representing the interests of doctoral students, relaying information to them, nominating representatives for School councils and committees, and organising social events.

This handbook was produced on the initiative of the Doctoral Association. The first edition was produced by Professor Jón Karl Helgason, the project manager María Gestsdóttir and doctoral student Arngrímur Vídalín. The handbook is based in part on a comparable handbook developed over the years by the School of Education doctoral board. We thank Ólöf Garðarsdóttir, chair of the board, for allowing the School of Humanities to use their work.

## **From application to graduation**

The School of Humanities offers 180-credit structured doctoral programmes at the Faculty of History and Philosophy, Faculty of Languages and Cultures and Faculty of Theology and Religious Studies. Doctoral programmes at the Faculty of Icelandic and Comparative Cultural Studies, however, are 240 credits, 60 of which represent the so-called general component of the programme, which the student completes by taking courses, giving lectures and publishing articles.

Students in full-time study should complete a 180-credit programme in three years and a 240-credit programme in four years. In reality, though, the process begins immediately when a prospective student submits an application and does not conclude until the doctoral defence. From the point of view of the student, these are the most important steps. The description of student progression that follows is based on the assumption that a 180-credit programme will take three years and a 240-credit programme will take four years. The description also assumes that study will begin in the autumn semester. It is not unusual for students to require more time to complete the programme. In such cases the planned student progression must be reviewed in light of the circumstances.

### **Application**

1. A prospective student reads the information on doctoral studies on the School of Humanities website, gets in touch with the School of Humanities Office and/or the relevant department and expresses an interest in pursuing doctoral studies. At this stage students must have a fully-formed idea of the area of research for their proposed doctoral thesis.
2. Students must ensure that someone within the School is knowledgeable about the subject and that a supervisor is available and willing to take them on before submitting an application. For an application to be accepted, somebody must have consented to take on the role of supervisor. A student may directly contact the head of department or head of subject for assistance in finding a supervisor.
3. The student completes an application for doctoral studies. The annual application deadlines are 15 April for the autumn semester and 15 October for the spring semester. The application deadline for international applicants from outside the Nordic countries is 1 February.
4. Students will receive a response from the School of Humanities Office once the application has been processed by the relevant

department/faculty and the doctoral studies committee, no later than six weeks after the application deadline.

**First semester**

1. The student registers at the University of Iceland and pays the registration fee.
2. The doctoral student and supervisor complete a written study plan which is submitted to the doctoral studies committee for approval.
3. The supervisor submits a proposal for members of the doctoral committee to the doctoral studies committee for approval.
4. Doctoral students in 180-credit programmes submit a research plan to their supervisor and defend it in front of the doctoral committee (which must be appointed by this stage). An approved plan is sent to the doctoral studies committee for their approval.

**Second semester**

1. The doctoral student and supervisor complete a progress report for the first year of study and submit it to the School of Humanities Office.
2. Doctoral students in 240-credit programmes submit a research plan to their supervisor and defend it in front of the doctoral committee (which must be appointed at this stage). An approved plan is sent to the doctoral studies committee for their approval.

**Third semester**

1. The student registers at the University of Iceland and pays the registration fee.

**Fourth semester**

1. The doctoral student and supervisor complete a progress report and submit it to the School of Humanities Office.

**Fifth semester**

1. The student registers at the University of Iceland and pays the registration fee.

**Sixth semester**

1. The doctoral student and supervisor complete a progress report and submit it to the School of Humanities Office. Students in 180-credit programmes who will submit their theses at the end of the sixth semester do not need to submit a progress report.

**Seventh semester (students in 240-credit programmes)**

1. The student registers at the University of Iceland and pays the registration fee.

**Eighth semester (students in 240-credit programmes)**

1. The doctoral student and supervisor complete a progress report and submit it to the School of Humanities Office. Students who will submit their theses at the end of the eighth semester do not not to submit a progress report.

### **Doctoral defence**

1. The doctoral committee produces a written proposal, supported by a reasoned argument, that the thesis be put forward for defence. The supervisor submits this proposal to the School of Humanities Office. The doctoral studies committee receives a copy to discuss.
2. The doctoral student submits three printed copies of the thesis, as well as a digital copy, to the secretary of the doctoral studies committee. Information on the formatting of doctoral theses is available on the Centre for Research in the Humanities website: [hugvis.hi.is/printing\\_doctoral\\_theses](http://hugvis.hi.is/printing_doctoral_theses).
3. The doctoral studies committee checks that the thesis meets formatting requirements and, in consultation with the relevant faculty, proposes two opponents to the Graduate School.
4. The Graduate School confirms that the opponents are competent to evaluate the thesis in question.
5. The doctoral studies committee contacts the approved opponents and, if they agree to take on the role, sends them a formal letter of appointment and a copy of the thesis.
6. The opponents return, no later than two months from the date of the letter of appointment, a reasoned verdict stating whether or not they consider the thesis fit for defence.
7. If the opponents require changes to be made to the thesis, the doctoral student must send the new version, along with a statement, to the doctoral studies committee no later than six weeks after receiving the opponents' instructions. The committee shall send the new version of the thesis to the opponents, who shall accept or reject it within two weeks. Candidates not accepting the conclusion of the opponents may refer the case to the faculty, cf. Article 50 of the Regulation for the University of Iceland no. 569/2009.
8. The head of faculty shall determine the date for the doctoral defence in consultation with the doctoral student and opponents. It should take place no later than two months after the opponents submit their verdict.
9. The doctoral student is responsible for printing the thesis in consultation with the Centre for Research in the Humanities.
10. The doctoral defence takes place.

## **Prerequisites**

Upon completion of an Master's degree with a first class grade (7.25), or an equivalent qualification, a student may apply for admission to a doctoral programme in the subject in which the Master's degree was taken.

A student who has completed a Master's degree or other equivalent qualification in a different subject than the one applied to, from another University of Iceland faculty or another university with the equivalent of a first class grade, may also apply for admission to a doctoral programme. In such cases, the doctoral studies committee, in consultation with the department and prospective supervisor, shall assess information on the applicant's previous studies and research. Students may be required to take further studies (courses or individual projects) as deemed necessary. Such additional or preliminary requirements must be recorded in the University student IT system. The supervisor shall determine when the doctoral candidate has satisfied these preliminary requirements and ensure this information is recorded in the student IT system.

Students wishing to commence a doctoral programme directly after completing a Master's degree may apply before they obtain their degrees if the faculty in question can confirm that they are likely to complete their programmes with a satisfactory grade by the end of the current semester. If an application is accepted on this condition, the student may commence doctoral studies. However, if the condition has not been met after one semester of the doctoral programme the student shall not be permitted to continue. The student's academic record is then closed in the University student IT system with no credits registered, and the student must apply again if he or she wishes to pursue the programme.

Before an application can be accepted, the proposed supervisor must have agreed to fulfil the role. Applicants may, when preparing their applications, directly contact academic staff at the School of Humanities and ask them to take on the role of supervisor. A student may also contact the head of department or head of subject for assistance in finding a supervisor.

*For further information, see Article 3 of the Regulation on doctoral study at the School of Humanities.*

## **Applications for doctoral studies**

The application deadline for doctoral programmes at the School of Humanities, for students wishing to enrol in the autumn semester, is 15 April or 1 February for students outside the Nordic countries. The application deadline for enrolment in the spring semester is 15 October. Applications for admission to doctoral study may be accepted at other times in exceptional circumstances.

Applications must be submitted to the University of Iceland Student Registration using a special electronic form available on the University website ([english.hi.is/university/application\\_for\\_graduate\\_studies](http://english.hi.is/university/application_for_graduate_studies)). The following information must be included along with your application:

- **CV.**
- Certified **transcripts of degree certificates** and previous academic records, if you studied somewhere other than the University of Iceland. Certified transcripts of degree certificates should be submitted to Student Registration.
- **Overview** of your goals and expectations (maximum 1 page).
- **Study and research plan** in three sections on a special form: I. General description of the research project, its goals and research questions, as well as the student's academic reasons for undertaking the project (maximum 5 pages). II. Draft study plan (maximum 2 pages). III. Financial plan. IV. Bibliography (maximum 5 pages). It is important to take particular care over this part of the application.
- **Written confirmation from supervisor** that she or he 1) has accepted to supervise the project, 2) has approved the study and research plan and 3) the research falls within the research field of the supervisor and that she or he is active and respected and has published within the field of the proposed research.
- **Declaration of end of MA studies** (if starting doctoral studies immediately after finishing an MA programme).

The department may require samples of your essays.

If the application meets formal requirements, it will be sent to the faculty or department to be discussed in detail. Finally it is sent to the doctoral studies committee for processing. Applications shall generally have been processed and answered in writing within six weeks following the application deadline, or following the day it was received if permission was given for an application to be submitted at another time. Responses will be sent to the applicant by email.

*For further information, see Articles 4 and 5 of the Regulation on doctoral study at the School of Humanities.*



## **Study and research plan submitted with your application**

A well-written study and research plan is an essential part of a good application for doctoral studies. You can complete it by yourself or in collaboration with your prospective supervisor.

At the beginning of the programme, you will produce a more detailed study plan in collaboration with your supervisor.

Students in 180-credit doctoral programmes defend a detailed research plan at the end of the first semester whilst students in 240-credit programmes (i.e. in the Faculty of Icelandic and Comparative Cultural Studies) defend a detailed research plan at the end of the second semester (students studying part time defend their research plans later).

There are three sections to a study and research plan:

1. The first section is a research plan, a maximum of 5 pages long (Times New Roman or similar, font size 12, 1.15 line spacing). It must explain the objectives of the proposed doctoral research and the research questions, the current status of knowledge in the field and the student's academic reasons for undertaking the project (the bibliography is not included in this section).
2. The second section shall present the proposed organisation of study (1-2 pages).
3. Financial plan (maximum 1 page). Short description of how the studies will be financed – own financing, loans or grants. If by grants please indicate through which fund.
4. Bibliography (maximum 5 pages).

It is important to write a clear and detailed application. The application must be realistic, but at the same time demonstrate ambition and the applicant's passion for the subject.

A form for the study and research plan is available on the Centre for Research in the Humanities website ([http://hugvis.hi.is/nams\\_og\\_rannsoknaraetlun](http://hugvis.hi.is/nams_og_rannsoknaraetlun)).

## **Leave from studies**

Doctoral students can apply to take leave from their studies for up to one year, for example due to having a child or other personal circumstances. Students wishing to take leave from their studies shall send a request to this effect to the doctoral studies committee, with the approval of their supervisor.

Doctoral students who take leave for longer than one year must reapply. They will then commence studies in accordance with the programme structure that applies at the time the later application is accepted.

*For further information, see Article 6 of the Regulation on doctoral study at the School of Humanities (second and third paragraphs).*

## **Collaboration with other universities**

Doctoral students may take part of a doctoral programme at University of Iceland faculties or schools other than where they are registered, other universities or recognised research or scientific institutes.

Doctoral students at the School of Humanities may also graduate with a doctorate from two universities (a joint degree). Collaboration between the supervisors at both universities is vital in such cases. Students then study at both universities and meet the study requirements of both. The student conducts doctoral research under the guidance of both experts and collaboration is based on a contract between all parties.

*For further information, see Article 14 of the Regulation on doctoral study at the School of Humanities.*

## **Supervisor**

Every doctoral student shall be assigned a supervisor upon commencing studies. Generally, the supervisor shall be a member of academic staff in the relevant faculty at the University of Iceland, and is also the doctoral student's tutor.

Supervisors must have completed a doctorate or equivalent, be recognised and active specialists in the field concerned and have published works in this field in an outlet which makes rigorous academic demands. Students' eligibility for doctoral grants may depend on how active and respected their supervisor is in the field, and also how many doctoral students the supervisor has. In accordance with the School of Humanities guidelines, one supervisor should ideally not be responsible for more than four doctoral students.

Students may have a supervisor from outside the faculty but in this case they must also, from the beginning of the programme, have a tutor who is a member of academic staff at the faculty. Tutors must have completed a doctorate or equivalent. In such cases, the tutor shall monitor the work and progress of the doctoral student, with a view to ensuring the student has the same status as other doctoral students in the faculty and also that studies and supervision comply with this faculty regulations.

The role of the supervisor is to guide the student in the doctoral project and monitor its progression, as well as provide advice on the professional and academic context of the research and project. Doctoral students may consult their supervisors (and tutors, if applicable) on the composition of the research plan, the organisation of the programme, choice of courses (if applicable), or anything else connected to their studies. The supervisor shall also assist the doctoral student with applications for research grants and facilities, e.g. with regards to research stays abroad. If the student is in a 240-credit programme at the Faculty of Icelandic and Comparative Cultural Studies, the supervisor (and the tutor if applicable) shall advise the doctoral student on these studies. In certain cases the supervisor shall also advise the student on individual projects.

It is important that the partnership between the doctoral student and the supervisor is based on trust and critical discussion of the doctoral student's subject area. If the partnership between the supervisor and doctoral student does not work out as it should, one or the other or both may ask the doctoral studies committee that a new supervisor be appointed. Such applications shall primarily be evaluated on the basis of the reasoning behind them, with the chances of finding another suitable supervisor also taken into consideration. Should the main supervisor

discontinue supervision of the doctoral student due to unavoidable circumstances, the faculty or department shall endeavour to assign a new supervisor.

*For further information, see Article 9 of the Regulation on doctoral study at the School of Humanities.*

## **Partnership between the supervisor and doctoral student**

There is no guideline for how often the supervisor should meet the doctoral student. Students must, however, agree to a certain minimum number of meetings with the supervisor. Meetings are sometimes used to review draft material or plans, but sometimes simply to assess the situation, discuss the progression of the research, etc.

All material submitted to the supervisor to review shall be sent with advance warning. The supervisor shall respond with professional comments within a reasonable timeframe.

At the beginning of the partnership, it is reasonable to discuss the substance and form of the relationship, the frequency and length of meetings and the demands that may be made on the supervisor's time.

The role of the supervisor is, in particular, to provide advice on defining the limits of the subject area and forming research questions; to guide the student in gathering and processing data; to guide the student in accessing specialist sources in libraries or other databases; to discuss the presentation of results; to monitor the progression of the project; to evaluate the project with reference to the planned schedule; and to discuss any problems that might arise. Furthermore, the discussions between doctoral student and supervisor on the project and academic field in question often form an important component of the doctoral programme.

It is emphasised that doctoral students take responsibility for their own studies. The student's role is to discuss with the supervisor which kind of supervision would be most suitable; to agree on meetings and work to be done between meetings; to produce a study plan, research plan and schedule for the project; to complete work on the project in accordance with approved plans; and to allow the supervisor to monitor progression.

It is important that the doctoral student and supervisor also come to an agreement on how best to report and evaluate each other's contributions if they publish material based on collaboration related to the doctoral thesis. For example, this could be part of the study plan produced at the beginning of the programme.

*For further information, see Article 9 of the Regulation on doctoral study at the School of Humanities.*

## **Doctoral committee**

The doctoral studies committee shall appoint the doctoral committee, as proposed by the supervisor and approved by the department or faculty, no later than by the end of the first semester. A doctoral committee shall comprise two to three specialists, as well as the supervisor, at least one of whom shall not be a permanent staff member at the faculty in question. The supervisor chairs the committee. If the tutor is not the same person as the supervisor, the tutor shall also be a member of the doctoral committee.

Doctoral students must defend their research plans before the doctoral committee before the end of the first semester in 180-credit programmes or before the end of the second semester in 240-credit programmes. The supervisor shall closely monitor the doctoral student's work leading up to this and continue to provide guidance until he or she considers that the thesis is ready to be defended. Other committee members shall evaluate the student's progression, make suggestions on drafts of the doctoral thesis and/or individual chapters, and provide guidance as necessary.

When the doctoral committee considers the thesis ready for defence it shall deliver a reasoned verdict, approved by all committee members, to the faculty stating that the doctoral student may submit the thesis for defence. If the doctoral committee is not unanimous on this point, the majority shall rule and the chair shall have the deciding vote.

*For further information, see Article 10 of the Regulation on doctoral study at the School of Humanities.*

## **Doctoral programmes at the Faculty of Icelandic and Comparative Cultural Studies**

A doctoral programme at the Faculty of Icelandic and Comparative Cultural Studies is a four-year programme, totalling 240 credits. This is divided into a 60-credit general component and a 180-credit doctoral thesis.

The general component is intended as preparation before the main work on the doctoral thesis begins and is structured in accordance with an agreement with the supervisor.

A doctoral student may, for example, attend formal courses at the University of Iceland, a foreign university or international courses for up to 40 ECTS credits, take a reading list examination for up to 20 ECTS credits, give lectures at academic conferences for up to 16 ECTS credits, publish articles in peer-reviewed journals or books for up to 20 ECTS credits, or teach at the university level for up to 20 ECTS credits.

Students must earn at least 10 credits through formal courses or reading list examinations, 6 credits for lectures and academic articles and 4 credits for university teaching. The doctoral studies committee may, however, authorise a deviation from these criteria if the doctoral committee considers this to be justified.

The doctoral committee shall assess whether a doctoral student has completed the general component of the doctoral programme and submit its assessment to the doctoral studies committee for approval.

*For further information, see Article 24 of the Regulation on doctoral study at the School of Humanities.*

## **Work facilities**

Doctoral students at the School of Humanities may apply for work facilities in the open space on the third floor of Gimli. The building can be accessed 24 hours a day throughout the year. Each desk includes a bookcase and access to a printer, photocopier and scanner.

Work facilities are free, although there is sometimes a waiting list. Students must be continuously registered on their programme and are required to make good use of the facilities. Students with work facilities in Gimli should be there at least 20 hours per week.

If there is a waiting list for desks, the Centre for Research in the Humanities reserves the right to take facilities away from those who have made little use of them. Students will be given a month's notice and required to clear their desk and return keys.

When allocating facilities, consideration is given to the length of time people have been waiting. Efforts are also made to evaluate which students have the greatest need for facilities. Therefore, priority is generally given to those students who are more advanced in their studies, have no work facilities elsewhere and intend to make considerable use of the facilities at the Centre.

Doctoral students must clear their desks no later than 1 October if they have not paid the registration fee for the academic year. Students are required to clear their desks and bookshelves after submitting their doctoral thesis to the Centre for Research in the Humanities Office.

Doctoral students may also use the photocopier free of charge on the fourth floor of Árnagarður. Doctoral students who are especially involved in manuscript research may also apply for a desk in the Árni Magnússon Institute for Icelandic Studies, although the waiting list can become rather long.

Information on facilities, application forms and further instructions can be found on the Centre for Research in the Humanities website, [hugvis.hi.is/home](http://hugvis.hi.is/home).

### **Websites:**

- Online application form.  
[http://hugvis.hi.is/sites/hugvis.hi.is/files/doktorsnemaadstada\\_i\\_gimli\\_umsoknareydublad\\_0.doc](http://hugvis.hi.is/sites/hugvis.hi.is/files/doktorsnemaadstada_i_gimli_umsoknareydublad_0.doc)
- Information on study facilities from the Centre for Research in the Humanities website:  
<http://hugvis.hi.is/vinnuadstada>



## **Study plan**

At the start of the programme, the doctoral student and supervisor shall produce a written study plan (maximum of 1500 words) detailing the student's proposed structure for the doctoral programme semester by semester. If the student is in a 240-credit programme, the study plan must explain how the student intends to complete the general component of the programme (60 credits). The study plan shall be sent to the doctoral studies committee and Graduate School for approval. Any considerable changes to the study plan later in the programme are subject to the approval of the aforementioned parties. Examples of considerable changes include a complete change of research material or supervisor, changes to the doctoral committee, changes of collaborating partners or anything else that could significantly affect the research or the supervisor's ability to supervise the doctoral student.

*For further information, see Article 7 of the Regulation on doctoral study at the School of Humanities.*

Example study plans (in Icelandic) can be found on the website: [hugvis.hi.is/namsaaetlun](http://hugvis.hi.is/namsaaetlun).

*For further information on study plans, see the Graduate School website ([midstodframhaldsnams.hi.is/doctoral-programme-plan](http://midstodframhaldsnams.hi.is/doctoral-programme-plan)).*

## **Research plan**

The doctoral student must also submit a research plan in the early stages of the programme. Students in a 180-credit doctoral programme shall submit their research plans before the end of the first semester, whilst students in a 240-credit programme shall submit theirs no later than by the end of the second semester. The research plan shall be a 4,000-6,000 word description of the proposed doctoral thesis. The research plan shall include information on:

- a) the subject of the thesis,
- b) questions that will be raised,
- c) research methodology,
- d) structure of the thesis,
- e) a draft bibliography shall also accompany this description.

Doctoral students must orally defend their research plans before the doctoral committee, generally within two weeks of submitting it. The doctoral committee may request a reviewed research plan if they consider the student to have failed to pass this defence. Following this defence, the research plan shall be sent to the doctoral studies committee for final approval. Any significant changes to the research plan later in the programme are subject to the approval of the doctoral studies committee and must be based on explanations and reasoning approved by the doctoral committee.

*For further information, see Article 7 of the Regulation on doctoral study at the School of Humanities.*

## **Annual progress report**

By the end of May each year, a doctoral student must submit a report on the status of the doctoral thesis to the supervisor, along with a request for an interim evaluation.

The supervisor shall review these documents and submit them to the School of Humanities Office with a request for that year's credits to be registered. The Graduate School receives a copy (in the future, the plan is that the report will be submitted on the Graduate School website).

*For further information, see Article 7 of the Regulation on doctoral study at the School of Humanities.*

### Contents of the progress report:

1. Name and date of birth of doctoral student.
2. Start of doctoral programme in accordance with the study plan.
3. Name of supervisor.
4. Title and short description of the doctoral thesis.
5. Number of credits (ECTS) completed over the past year and the total number of completed credits from the start of the programme.
6. Short report of meetings with the supervisor over the past year, including information on the number of meetings, documents discussed, decisions taken and so forth.
7. Short report on the progression of the doctoral thesis over the past year.
8. Published written material and/or intellectual property over the past year.
9. Participation in seminars of doctoral students over the past year.
10. Participation in domestic and/or overseas conferences over the past year.
11. Teaching over the past year.
12. Status and prospects regarding funding of the programme.
13. Learning facilities.
14. Intended timeline for completion of programme.
15. Anything else that the doctoral student wishes to mention.

*For further information, see the Graduate School website*

*(<http://midstodframhaldsnams.hi.is/annual-programme-progress-report>)*

## **Student organisations**

There are two student organisations for doctoral students at the School of Humanities: FEDON, the Doctoral Association for the University of Iceland, and the Doctoral Association for the School of Humanities, which is a member of Veritas, the representative body for students at the School of Humanities and an umbrella organisation for all student organisations within the School. In the future, postdoctoral researchers will also be eligible for membership of the Doctoral Association for the School of Humanities.

All doctoral students at the School of Humanities are automatically registered in the organisation. The purpose of the Doctoral Association for the School of Humanities is to represent the interests of doctoral students at the School of Humanities, relay information to them, nominate doctoral student representatives to councils and committees in the School and organise social events for doctoral students at the School of Humanities.

The board is elected annually at the general meeting in December. Two other meetings are held, one in spring and another in autumn, for the purpose of presenting the board's work to members and also receiving any comments or complaints about areas for improvement.

Meetings are generally held in the meeting room in Gimli and are announced well in advance through the mailing list of doctoral students.

### **Links:**

- FEDON: <https://nemendafelog.hi.is/fedon/>
- Doctoral Association for the School of Humanities:  
<http://nemendafelog.hi.is/fdh/>

## Grants

### **Doctoral grants:**

There are two ways to apply for a doctoral grant. You can apply to the Research Fund or the University of Iceland Eimskip Fund. There is a joint application to apply to both funds at the same time.

Alternatively, you can apply for a doctoral grant from the Icelandic Centre for Research (Rannís). Supervisors may also apply for grants for larger research projects from the Icelandic Centre for Research, or other domestic or international research funds, and hire doctoral students for research work using the grant money, as long as the research work is compatible with the aims of the doctoral thesis.

Doctoral students shall always apply for grants under the supervision of and in consultation with the supervisor.

Eiríkur Smári Sigurðarson, research manager at the University of Iceland School of Humanities, and Margrét Guðmundsdóttir, project manager at the School of Humanities, review students' applications for doctoral grants to the best of their ability and offer professional advice. Their email addresses are [esmari@hi.is](mailto:esmari@hi.is) and [mgu@hi.is](mailto:mgu@hi.is).

### **Travel grants:**

Two kinds of travel grants are available to doctoral students at the School of Humanities. Grants are available from the University of Iceland Research Fund and the Centre for Research in the Humanities.

All doctoral students at the School may receive three travel grants from the Centre for Research in the Humanities over the course of their studies. These grants can be used to travel to conferences, whether the doctoral student gives a lecture or not, and towards the cost of trips to gather source material, study-related visits to foreign universities, or other trips directly related to the doctoral programme.

The application deadline for travel grants from the Research Fund is 1 May. This deadline applies no matter when the conference is.

Travel grants are also available to members of Hagþenkir, the Association of Icelandic Non-fiction Writers.

### **Links:**

- University of Iceland: [sjodir.hi.is/node/16129](http://sjodir.hi.is/node/16129)
- The Icelandic Research Fund:  
[en.rannis.is/funding/research/icelandic-research-fund](http://en.rannis.is/funding/research/icelandic-research-fund)
- Travel grants, University of Iceland: [sjodir.hi.is/node/16128](http://sjodir.hi.is/node/16128)
- Centre for Research in the Humanities: [hugvis.hi.is/ferdastyrkir](http://hugvis.hi.is/ferdastyrkir)
- Hagþenkir (in Icelandic): [hagthenkir.is/ferda-og-menntunarstyrkir](http://hagthenkir.is/ferda-og-menntunarstyrkir)

## **The doctoral thesis**

Doctoral students at the School of Humanities shall present the research project and results in a thesis, which shall generally be between 75,000 and 100,000 words in length. The doctoral studies committee may, however, grant exemptions from these word limits in exceptional circumstances. Doctoral theses must comply with requirements concerning academic methodology and comprise an independent contribution to the creation of knowledge in the field.

A doctoral thesis at the School of Humanities may be a single, integral body of work or a collection of articles. The formatting and handling of sources must comply with recognised rules for academic writing.

In the case that the thesis is a collection of articles, they must have been published or confirmed as accepted for publication in a recognised peer-reviewed outlet. They must focus on the same field of research and form a coherent whole. The student must compose a special overview or introductory chapter discussing the methodology and theoretical basis for the thesis as a whole, summarising the main content of the individual articles, presenting overall conclusions or linking their content using other academic methods. The articles, generally totalling 3-5, shall be presented essentially unchanged from the published/accepted versions.

*For further information, see Article 11 of the Regulation on doctoral study at the School of Humanities.*

## **Thesis formatting**

When the doctoral committee considers the thesis ready for defence, the doctoral student shall produce a proof-read manuscript, completely finished in all respects, and submit three printed copies and one electronic copy to the faculty. The logo of the University of Iceland must appear on the front page of the thesis. In the case of joint doctorates awarded with another university or universities in accordance with an agreement thereon, the logos of both or all universities involved must appear on the front page of the thesis. The Centre for Research in the Humanities may establish further provisions regarding the appearance of theses in their rules of procedure.

It must be clearly indicated that the project was completed at the University of Iceland. The names of the supervisor and others in the doctoral committee, the school and research institute must be included. Mention must be made of any University funds or other parties that sponsored the project, as well as those institutes or companies outside of the University with which the doctoral student has had relations concerning work on the project. Generally, the thesis must be written in Icelandic or English, with a short summary in both languages. The student must also compose a more detailed abstract in Icelandic if the thesis is written in another language, or in English if the thesis is written in Icelandic. If permission is given for the thesis to be written in a language other than Icelandic or English (see specific faculty rules), the student must also include a summary in that language. The defence will generally be conducted in the same language as the thesis is written in.

When the opponents have agreed that the thesis is fit for defence and the faculty in question has then determined that the doctoral defence will take place, the doctoral candidate shall have the final version of thesis printed and deliver a minimum of 20 copies to the University of Iceland. Regarding formatting, refer to the School of Humanities guidelines. The Centre for Research in the Humanities shall contribute to the cost of printing the final version of the thesis in accordance with the relevant rules of procedure. See the Centre for Research in the Humanities website: [hugvis.hi.is/printing\\_doctoral\\_theses](http://hugvis.hi.is/printing_doctoral_theses).

*For further information, see Article 11 of the Regulation on doctoral study at the School of Humanities.*

## **Preparation for the doctoral defence**

When the doctoral committee considers the thesis complete, it shall deliver a reasoned verdict, approved by all committee members, to the faculty stating that the doctoral student may submit the thesis for defence. If the doctoral committee is not unanimous on this point, the majority shall rule and the chair shall have the deciding vote.

A project manager / secretary shall examine the student's academic record and whether the thesis meets formatting and structural requirements. There are rules stipulating the various things that must be included in the thesis (with reference to the introduction, University of Iceland logo, abstracts etc.).

If the doctoral studies committee deems the thesis acceptable for defence it shall then appoint two opponents for the oral defence of the thesis, having received a statement from the faculty. The Graduate School shall confirm the opponents.

A project manager / secretary shall send a copy of the thesis to the opponents, along with a formal letter of appointment.

No later than two months from the date of the letter of appointment, the opponents shall return a reasoned verdict stating whether the thesis is:

- 1) fit for defence.
- 2) fit for defence after necessary amendments have been made.
- 3) not fit for defence.

If the opponents require changes to be made to the thesis, the doctoral student must send the new version, along with a statement, to the doctoral studies committee no later than six weeks after receiving the opponents' initial response. The opponents should confirm whether the student's response to their criticism is satisfactory within two weeks.

Once the opponents have confirmed that the thesis is fit for defence and the faculty in question has determined that the doctoral defence will go ahead, the doctoral candidate shall print the final version of the thesis in consultation with the Centre for Research in the Humanities and save a digital copy in Skemman, the University of Iceland's electronic database.

The faculty shall determine the date for the doctoral defence in consultation with the doctoral student, supervisor and opponents. It should take place no later than two months after the opponents confirm that the thesis is fit for defence. The thesis will be available from the School of Humanities Office for two weeks before the defence.

*For further information, see Article 13 of the Regulation on doctoral study at the School of Humanities.*



## **Opponents**

Opponents must be internationally recognised specialists in the subject of the doctoral thesis. Only those who have completed a doctorate or equivalent may be opponents in a doctoral defence at the faculties of the School of Humanities. When possible, at least one opponent shall be a specialist or member of teaching staff at another university or research institute. Opponents for the doctoral thesis must not have been members of the doctoral committee.

Opponents shall receive letters of appointment from the chair of the doctoral studies committee containing information on doctoral studies at the University of Iceland and guidelines for assessing the thesis and defence, no later than they receive a copy of the thesis for evaluation. They are asked to comprehensively evaluate the thesis, stating their opinion on whether the thesis involves the creation of new knowledge, whether the content of the thesis is fit to be published in a recognised peer-reviewed outlet, and whether the formatting of the thesis, including handling of sources and the bibliography, is acceptable.

The thesis is sent to the opponents in confidence. Under no circumstances shall opponents discuss the thesis or other components of the evaluation process with a third party without the approval of the doctoral studies committee. The doctoral student and members of the doctoral committee must not directly contact the opponents regarding the doctoral thesis.

If the opponents cannot come to an agreement on whether the thesis is fit for defence the doctoral studies committee may, in consultation with the department and the Graduate School, appoint new opponents.

The final version of the thesis must be sent to the opponents no later than two weeks before the defence takes place. It must also be available in the School of Humanities Office up until the defence. The student is not authorised to make any substantial changes to the thesis after it has been deemed fit for defence.

*For further information, see Article 12 of the Regulation on doctoral study at the School of Humanities.*

## **Opponents' comments**

If the opponents believe certain changes to the thesis to be necessary before it may be considered fit for defence, the doctoral candidate shall have the opportunity to respond to the criticism, amend the thesis and send the doctoral studies committee a new version. The committee shall send this version to the opponents. The new version must be accompanied by a statement on changes made in response to the opponents' comments. This must generally be done within six weeks of the opponents' initial response. The opponents must confirm for the doctoral studies committee that they consider the student's response to their criticism satisfactory before the doctoral defence can take place. The opponents should confirm this within two weeks of receiving the revised thesis.

Candidates not accepting the conclusions of the opponents may refer the case to the faculty, cf. Article 50 of the Regulation for the University of Iceland no. 569/2009.

*For further information, see Article 12 of the Regulation on doctoral study at the School of Humanities.*

## **Doctoral defence**

Doctoral theses at the University of Iceland are defended and evaluated in accordance with the University regulations on doctoral degrees. Theses are defended at a public event which has been advertised with at least a week's notice. No grade is awarded for a doctoral defence or doctoral thesis.

The head of faculty or his/her representative shall preside over the event. Those actively participating in the event shall enter the room: the head of the relevant faculty and the doctoral candidate first, side by side, followed by the opponents, then the School dean, then the doctoral committee.

The head of faculty shall generally open the proceedings and preside over the event. The head of faculty shall briefly introduce themselves, the doctoral candidate and the opponents and announce the title of the thesis. The head shall then explain how the doctoral defence will proceed.

The defence begins with a lecture from the doctoral candidate on the research project, a maximum of 30 minutes long.

The opponents shall speak in turns and are free to determine the structure of their review of the doctoral candidate's research material and thesis. They shall review the strengths and weaknesses of the thesis and pose specific questions. The doctoral candidate shall respond immediately in such a way that a natural debate and exchange of opinions develops between the opponent and doctoral candidate. Each opponent shall have around 45 to 60 minutes to discuss the thesis and debate with the doctoral candidate.

The head of faculty then leaves the room with the opponents to decide whether the candidate has passed. The doctoral candidate waits meanwhile.

The head of faculty and opponents return and the head of faculty announces whether or not the candidate has passed. If so, the head shall read from the School examination book, present the new doctor with a doctoral certificate and congratulate them before concluding proceedings. The new doctor and others involved in the defence then walk out, followed by the audience.

Following the completion of the doctorate, the School dean invites the new doctor and their immediate family (partner, parents, children), opponents, head of faculty and the doctoral committee to a short social gathering.

*For further information, see Article 12 of the Regulation on doctoral study at the School of Humanities.*

## **Practical information**

### **Names and email addresses**

#### **School Dean and chair of doctoral studies committee:**

Guðmundur Hálfðanarson, ghalfd@hi.is.

#### **Other members of the doctoral studies committee include the chairs of postgraduate study committees at the School and a student representative:**

Guðrún Björk Guðsteinsdóttir, gsteins@hi.is, Faculty of Languages and Cultures.

Gunnlaugur A. Jónsson, gaj@hi.is, Faculty of Theology and Religious Studies.

Benedikt Hjartarson, benedihj@hi.is, Faculty of Icelandic and Comparative Cultural Studies.

Orri Vésteinsson, orri@hi.is, Faculty of History and Philosophy.

Védís Ragnheiðardóttir, ver2@hi.is, student representative.

#### **Secretary of the doctoral studies committee:**

Eiríkur Smári Sigurðsson, esmari@hi.is, Director of the Centre for Research in the Humanities and Director of Research.

#### **Office staff:**

Ásdís Guðmundsdóttir, asdisg@hi.is, educational manager and project manager at the Faculty of Theology and Religious Studies.

Bernharð Antoniussen, bernhard@hi.is, project manager at the Faculty of Languages and Cultures.

Guðmundur Hörður Guðmundsson, ghg@hi.is, PR and web manager.

Guðrún Birgisdóttir, gb@hi.is, project manager for international affairs.

Hlíf Thors Arnlaugsdóttir, hlifarn@hi.is, project manager.

Margrét Guðmundsdóttir, mgu@hi.is, project manager at the Centre for Research in the Humanities.

María Gestsdóttir, mariage@hi.is, project manager at the Faculty of History and Philosophy.

Óskar Einarsson, oe@hi.is, managing director.

Sigrún Sigríðardóttir, sigru@hi.is, project manager.

Katrín María Víðisdóttir, kmv@hi.is, project manager at the Faculty of Icelandic and Comparative Cultural Studies.

## Development of doctoral studies

Ever since the foundation of the University of Iceland in 1911, individual faculties have been authorised to award doctorates for academic works following a doctoral defence. The first doctoral thesis defended at the Faculty of Philosophy, and indeed the University of Iceland, was Páll Eggert Ólason's book *Jón Arason* in 1919. The first doctoral thesis defended at the Faculty of Theology was *Magnús Eiríksson: Guðfræði hans og trúarlíf* (*Magnús Eiríksson: His Theology and Spiritual Life*) by Eiríkur Albertsson in 1938.

By 1989, 66 people had completed doctorates at the University. Of these, three people earned a doctorate from the Faculty of Theology and 27 from the Faculty of Philosophy, including the only woman in the group, the art historian Selma Jónsdóttir for her thesis *Byzönsk dómsdagsmynd í Flatatungu* (*The Byzantine Last Judgement in Flatatunga*) in 1960. Organised doctoral programmes at the Faculty of Theology and Faculty of Philosophy were authorised with amendments to the regulations in 1990. The first student to complete such a doctoral programme at the University was Hafrún Friðriksdóttir, who defended her thesis *Polymer Enhancement of Cyclodextrin Complexation* at the Faculty of Pharmaceutical Sciences in 1997. The first student to complete an organised doctoral programme at the Faculty of Philosophy was Ólína Þorvarðardóttir, who defended her thesis *Brennuöldin. Galdur og galdratrú í málskjölum* (*The Fire Age. Magic and Belief in Magic in Case Documents*) in 2000.

In the early years of the 21<sup>st</sup> century, the number of doctors graduated from the University increased rapidly, including students at the Faculty of Philosophy (later Faculty of Humanities) and the Faculty of Theology. When they were combined as the School of Humanities in 2008, doctoral programmes became the responsibility of the individual faculties within the School: the Faculty of Foreign Languages, Literature and Linguistics, the Faculty of Theology and Religious Studies, the Faculty of Icelandic and Comparative Cultural Studies and finally the Faculty of History and Philosophy. The faculty postgraduate study committees managed doctoral studies and doctoral defences in collaboration with faculty heads, but as of 2009 the Graduate School has also been involved in this work.

The new School regulation on doctoral study, approved at the end of 2015, transferred responsibility for managing doctoral programmes to the central School of Humanities doctoral studies committee. As before, the doctoral committee for each student bears most responsibility for the development of individual doctoral theses, in consultation with the relevant subject and faculty.

## **Regulation and disciplinary sanctions**

### **Regulation on doctoral study and doctoral degrees at the University of Iceland School of Humanities, no. 1160/2015**

#### **CHAPTER I.**

##### **General provisions.**

##### **Article 1. Doctoral study at the School of Humanities.**

It is possible to take doctoral studies at the School of Humanities in those subjects for which the relevant faculty and the School of Humanities deem the necessary facilities and specialist knowledge to be available, on the condition that the School board has approved the programme, cf. Chapter XII of the Regulation for the University of Iceland no. 569/2009. The objective of a doctoral programme is to provide doctoral students with extensive and solid training in research, enable them to conduct independent academic work, acquire new knowledge and communicate it. By writing a doctoral thesis, students demonstrate their competency and knowledge, as provided for in greater detail by Article 11.

The Regulation on doctoral study and doctoral degrees at the School of Humanities is established in accordance with Articles 47, 68 and 70 of the Regulation for the University of Iceland no. 569/2009 and *Criteria and requirements for the quality of doctoral studies at the University of Iceland*, approved by the University Council 3 May 2012.

The University of Iceland Graduate School shall oversee and follow up established standards and requirements for the quality of postgraduate studies at the University of Iceland, cf. Article 66 of the Regulation for the University of Iceland no. 569/2009.

Doctoral students and their supervisors are required to familiarise themselves with rules about doctoral studies at the University of Iceland and *Criteria and requirements for the quality of doctoral studies at the University of Iceland*, and are responsible for complying with them.

## **Article 2. Doctoral studies committee.**

The School of Humanities doctoral studies committee comprises the chairs of the faculty postgraduate study committees, a doctoral student representative and the School dean, who shall also chair the committee. The School of Humanities research manager is the committee's secretary. Project managers within the faculties and the Centre for Research in the Humanities shall assist the committee as needed. Representatives from the Graduate School are invited to committee meetings as necessary. The committee shall consult the relevant department or faculty in all academic matters as appropriate. The committee may invite a faculty/department representative to attend a meeting in order to discuss matters regarding individual doctoral projects. One representative on the committee from each faculty shall act as the contact for doctoral student, doctoral committees and other faculty parties involved in doctoral studies.

The School of Humanities research manager is the contact between the School and the Graduate School for matters relating to doctoral students, under the authority of the committee chair.

The School of Humanities doctoral studies committee shall oversee doctoral studies within the School and ensure consistency in workloads and criteria, requirements and responsibilities that make up programmes and their structures. Following an academic discussion within the faculty/department in question, the committee shall discuss and process applications in accordance with Article 5 of this Regulation. The committee shall approve study and research plans and changes thereof, confirm choices of supervisor and others on doctoral committees and also choices of special tutors where appropriate. The committee shall receive and discuss theses once they have been deemed ready for defence by a doctoral committee. The committee shall ensure that the student's academic record is satisfactory in accordance with registration in the University student IT system. In accordance with the nominations of the faculty in question, the doctoral studies committee shall appoint opponents, receive their verdicts and follow up on requirements for improvement, should there be any. The committee shall also perform any other tasks regarding doctoral studies the School dean or School board may assign it.

If the committee disagrees on how to handle a matter relating to an individual doctoral project, the representative of that faculty at which the project is being completed may require the matter to be referred to the faculty for further discussion. The matter shall be referred back to the doctoral studies committee after the faculty's discussion. The doctoral studies committee shall make the final decision on the matter.

### **Article 3. General admission requirements.**

Upon completion of a Master's degree with a first class grade, or an equivalent qualification, a student may apply for admission to a doctoral programme in the subject in which the Master's degree was taken. A student who has completed a Master's degree or other equivalent qualification in a different subject than the proposed subject for the doctoral studies, from another University of Iceland faculty or another university with the equivalent of a first class grade, may apply for admission to a doctoral programme. In such cases, the doctoral studies committee, in consultation with the department/faculty and prospective supervisor, shall assess information on the applicant's studies and research.

Before a final decision can be taken on an application, the proposed supervisor must have agreed to fulfil the role. A student may directly contact the head of department or head of subject (head of Faculty in the case of the Faculty of Theology and Religious Studies) for assistance in finding a supervisor.

If the preparation of a prospective doctoral student is not equivalent to the preparation afforded by a Master's degree in the field, the doctoral studies committee (if it otherwise accepts the application) shall set requirements for further study as necessary in consultation with the department/faculty and prospective supervisor. The doctoral student shall generally meet these requirements by completing courses and/or individual projects in the specialist field in question. Such additional or preliminary requirements must be recorded in the University student IT system. The supervisor shall determine when the doctoral candidate has satisfied these preliminary requirements and ensure this information is recorded in the student IT system.

Students wishing to commence a doctoral programme directly after completing a Master's degree may apply before they obtain their degrees if the faculty in question can confirm that they are likely to complete their programmes with a satisfactory level of performance by the end of the current semester. If an application is accepted on this condition, the student may commence doctoral studies. However, if the condition has not been met after one semester of the doctoral programme the student shall not be permitted to continue. The academic record for the doctoral programme is then closed in the University student IT system with no credits registered, and the student must apply again if he or she wishes to pursue the programme.

A faculty member of academic staff may not be admitted to a doctoral programme within that faculty.



#### **Article 4. Application deadline.**

The application deadline for doctoral programmes at the School of Humanities, for students wishing to enrol in the autumn semester, is 15 April for students within the EEC and 1 February for students outside of the EEC. The application deadline for enrolment in the spring semester is 15 October. Applications for admission to doctoral study may be accepted at other times in exceptional circumstances.

#### **Article 5. Processing of applications.**

Applications must be submitted to the University of Iceland Student Registration using a special electronic form available on the University website. Applications to doctoral programmes must be accompanied by certified transcripts of degree certificates and previous academic records, if the applicant studied elsewhere than the University of Iceland. Applications must also include a general description of the research project, its aims and research questions, the student's academic reasons for undertaking the project, as well as a draft plan for the organisation of study, i.e. study plan.

The School of Humanities office reviews applications and ensures that the required information is enclosed. Applications shall then be sent to the relevant department/faculty, which shall discuss them subjectively and submit a proposal to the doctoral studies committee as to whether they should be accepted or rejected. The department/faculty may demand a sample of essays by the applicant if this is thought necessary. In case of differences of opinion the doctoral studies committee shall consult with the head of faculty concerning the processing of applications. The Graduate School shall confirm all admissions, cf. Article 66 of the Regulation for the University of Iceland no. 569/2009.

Applications shall generally have been processed and answered in writing within six weeks following the application deadline, or following the day it was received if permission was given for an application to be submitted at another time. An application shall be accepted or rejected on the basis of the applicant's academic foundation and an academic assessment of the research project, the facilities and specialist knowledge within the faculty, and other factors (e.g. funding) which the faculty considers relevant if the prospective doctoral project is to meet set requirements, cf. Article 3. Students may only be accepted into doctoral programmes offered by the School's faculties, cf. specific faculty rules below.

Annual registration and payment of the registration fee are necessary prerequisites for commencing or continuing study.

**Article 6. Number of credits and length of study.**

Doctoral programmes at the School of Humanities are a minimum of 180 credits. However, it is possible to organise a doctoral programme of up to 240 credits following a Master's degree, cf. further provisions in the specific faculty rules below. The length of a 180-credit programme should be six semesters, or a maximum of ten. The length of a 240-credit programme should be eight semesters, or a maximum of twelve. The latter deadlines shall be based on a formal confirmation from the doctoral committee stating that it considers the doctoral thesis ready for defence. If the programme is not completed before the set deadline, a doctoral student may apply to the doctoral studies committee for an extension. Should such an extension be granted, this may be done on the condition that the doctoral student meet current requirements for doctoral study, despite having commenced the programme whilst other regulation applied.

In exceptional circumstances, students may take leave from doctoral studies for up to one year at a time. The doctoral studies committee shall process applications for such breaks and inform the Graduate School.

Doctoral students who have neither completed annual registration nor formally applied for leave from studies may apply to recommence doctoral studies. The doctoral studies committee shall take a position on such applications, having consulted the supervisor and department/faculty. Should such an application be accepted, this may be done on the condition that the doctoral student meet current requirements for doctoral study, despite having commenced the programme whilst other regulation applied.

**Article 7. Organisation of study and student progression.**

Doctoral theses at School of Humanities faculties shall be assessed for 180 credits. A student enrolled in a 240-credit doctoral programme must furthermore complete 60 credits of general study before commencing, or alongside, work on the thesis, in accordance with a written study plan. This component may involve, e.g., courses, including reading courses and individual projects, at the University of Iceland or other universities, the composition of academic articles and lectures, university teaching, etc. Generally, all courses should be complete within two years of commencing the programme. Further provisions on this may be found in the specific faculty rules below.

At the beginning of the programme, the doctoral student and supervisor shall produce a written study plan, not more than 3 pages long, stipulating the parties' mutual rights and responsibilities. The doctoral studies committee shall confirm the study plan on behalf of the School of Humanities, and the Graduate School on behalf of the University of Iceland.

Any considerable changes to the study plan later in the programme are subject to the approval of the aforementioned parties.

The doctoral student must also submit a research plan in the early stages of the programme. Students in a 180-credit doctoral programme shall submit their research plans before the end of the first semester, whilst students in a 240-credit programme shall submit theirs no later than by the end of the second semester. The research plan shall be a 4,000-6,000 word description of the proposed doctoral thesis. The plan must outline the subject area, those questions which will be raised, and the research methodology. The thesis structure must be explained in detail. A draft bibliography shall accompany this description. Doctoral students must orally defend their research plans before the doctoral committee, generally within two weeks of submitting it. Following this defence, the research plan shall be sent to the doctoral studies committee for final approval. Any significant changes to the research plan later in the programme are subject to the approval of the doctoral studies committee and must be based on explanations and reasoning approved by the doctoral committee.

Doctoral students must submit annual progress reports to the School of Humanities Office, approved by the supervisor. The School of Humanities Office must deliver a copy to the Graduate School.

Documents concerning the doctoral programme are kept on file by the School of Humanities Office.

Faculties may establish further regulations concerning student progression and monitoring of such.

#### **Article 8. Relationship between Master's and doctoral study.**

A Master's thesis may not form the basis of a doctoral thesis, although students may continue in the same or a related research field.

#### **Article 9. Supervisor and tutor.**

Each doctoral student must, from the outset of the programme, have a supervisor who shall generally be a member of academic staff at the University of Iceland faculty in question. The supervisor is also the student's tutor. Supervisors must have completed a doctorate or equivalent, be recognised and active specialists in the field concerned and have published works in this field in an outlet which makes rigorous academic demands.

Students may have a supervisor from outside the faculty but in this case they must also, from the beginning of the programme, have a tutor who is a member of academic staff at the faculty. Tutors for doctoral students

must have completed a doctorate or equivalent. In such cases, the tutor shall monitor the work and progress of the doctoral student, with a view to ensuring the student has the same status as other doctoral students in the faculty and also that studies and supervision comply with this Regulation and *Criteria and requirements for the quality of doctoral studies at the University of Iceland*.

The role of the supervisor is to guide the student in the doctoral project and monitor its progression, as well as provide advice on the professional and academic context of the research and project. Doctoral students may consult their supervisors and tutors on the creation of the research plan, the organisation of the programme, choice of courses (if applicable), or anything else connected to their studies. The supervisor shall also assist the doctoral student with applications for research grants and facilities, e.g. with regards to research stays abroad. If the doctoral programme includes a 60-credit general studies component, the supervisor (and the tutor if applicable) shall advise the doctoral student on these studies. In certain cases the supervisor shall also advise the student on individual projects. It is important that the partnership between the doctoral student and the supervisor is characterised at once by trust and critical discussion of the doctoral student's subject area. Besides the supervisor and others in the doctoral committee, cf. Article 10, the doctoral student may receive guidance from other parties, having consulted with the supervisor and the tutor.

If the partnership between the supervisor and doctoral student does not work out as it should, one or the other or both may ask the doctoral studies committee that a new supervisor be appointed in accordance with a faculty recommendation. Such an application shall primarily be evaluated on the basis of the reasoning behind it, with the possibility of finding another suitable supervisor also taken into consideration.

Should the main supervisor discontinue supervision of the doctoral student due to unavoidable circumstances, the faculty shall endeavour to assign a new supervisor.

#### **Article 10. Doctoral committees.**

The doctoral studies committee shall appoint the doctoral committee, having consulted with the supervisor no later than by the end of the first semester. A doctoral committee shall be comprised of two to three specialists, as well as the supervisor, at least one of whom shall not be a permanent staff member at the faculty in question. The supervisor chairs the committee. If the tutor is not the same person as the supervisor, cf. Article 9, the tutor shall also be a member of the doctoral committee. The supervisor shall closely monitor the doctoral student's work and provide guidance until he or she considers that

the thesis is ready to be defended. Other committee members shall evaluate the student's progression, make suggestions on drafts of the doctoral thesis and/or individual chapters, and provide guidance as necessary. The doctoral committee and the doctoral student shall meet as necessary over the course of the programme. Around the midpoint of the programme the committee shall verify the doctoral student's academic knowledge, foundation and research methods.

When the doctoral committee considers the thesis ready for defence it shall deliver a reasoned verdict, approved by all committee members, to the faculty stating that the doctoral student may submit the thesis for defence. If the doctoral committee is not unanimous on this point, the majority shall rule and the chair shall have the deciding vote. After the doctoral committee considers the thesis ready for defence, the doctoral studies committee (on behalf of the faculty) shall ensure that the doctoral candidate's academic record and the formatting of the thesis are satisfactory, appoint opponents and follow up on their demands for improvements to the thesis.

#### **Article 11. Submission, presentation and format of doctoral theses.**

A doctoral student shall present the research project and results in a thesis, which shall generally be between 75,000 and 100,000 words in length. The postgraduate study committee may, however, grant exemptions from these word limits in exceptional circumstances. Doctoral theses must comply with requirements concerning academic methodology and comprise an independent contribution to the creation of knowledge in the field.

A doctoral thesis at the School of Humanities may be a single, integral body of work or a collection of articles. In the case that the thesis is a collection of articles, they must have been published or confirmed as accepted for publication in a recognised peer-reviewed outlet. They must focus on the same field of research and form a coherent whole. The student must compose a special overview or introductory chapter discussing the methodology and theoretical basis for the thesis as a whole, summarising the main content of the individual articles, presenting overall conclusions or linking their content using other academic methods. The articles, generally totalling 3-5, shall be presented essentially unchanged from the published/accepted versions.

When the doctoral committee considers the thesis to be ready for defence and the doctoral studies committee has ensured that the doctoral candidate's academic record and the formatting of the thesis are satisfactory, cf. Article 10, the doctoral student shall prepare a proofread manuscript (the complete final version of the thesis) and submit three physical copies as well

as an electronic copy to the faculty. The formatting and handling of sources must comply with recognised rules for academic writing. The logo of the University of Iceland must appear on the front page of the thesis. In the case of joint doctorates awarded with another university or universities in accordance with an agreement thereon, the logos of both or all universities involved must appear on the front page of the thesis. The Centre for Research in the Humanities may establish further provisions regarding the appearance of theses in their rules of procedure.

It must be clearly indicated that the project was completed at the University of Iceland. The names of the supervisor and others in the doctoral committee, the school and research institute must be included. Mention must be made of any University funds or other parties that sponsored the project, as well as those institutes or companies outside of the University with which the doctoral student has had relations concerning work on the project. Generally, the thesis must be written in Icelandic or English, with a short summary in both languages. The student must also compose a more detailed abstract in Icelandic if the thesis is written in another language, or in English if the thesis is written in Icelandic. If the thesis is written in a language other than Icelandic or English, the student must also include a summary in that language. The defence will generally be conducted in the same language as the thesis is written in.

When the opponents have agreed that the thesis is fit for defence and the faculty in question then determined that the doctoral defence will take place, the doctoral candidate shall have the final version of thesis printed and deliver a minimum of 20 copies to the University of Iceland. Regarding the formatting and number of copies, refer to the School of Humanities guidelines. The Centre for Research in the Humanities and the doctoral candidate shall both contribute to the cost of printing the final version of the thesis in accordance with the relevant rules of procedure. After the title of Doctor has been conferred, the thesis shall be saved in digital form in the Skemman database, cf. Article 13.

### **Article 12. Opponents.**

If the doctoral studies committee sees no reason why the thesis should not be submitted for doctoral defence, it shall appoint two opponents for an oral defence of the thesis, in accordance with nominations from the faculty and having received a statement from the Graduate School. Opponents must be internationally recognised specialists in the subject of the doctoral thesis. Only those who have completed a doctorate or equivalent may be opponents in a doctoral defence at the faculties of the School of Humanities. When possible, one opponent shall be a specialist or member of teaching staff at another university or research institute. Opponents shall receive letters of

appointment from the chair of the doctoral studies committee containing information on doctoral studies at the University of Iceland and guidelines for assessing the thesis and defence, no later than they receive a copy of the thesis for evaluation.

Opponents for the doctoral thesis must not have been members of the doctoral committee. The doctoral student and members of the doctoral committee must not directly contact the opponents regarding the doctoral thesis.

### **Article 13. Assessment and doctoral defences.**

No more than two months after the opponents receive the thesis, they shall have sent a reasoned statement on whether they consider the thesis 1) fit for defence, 2) fit for defence subject to certain changes or 3) not fit for defence. If the opponents cannot come to an agreement on whether the thesis is fit for defence the doctoral studies committee may, in consultation with the department/faculty and the Graduate School, appoint new opponents.

If the opponents believe certain changes to the thesis to be necessary before it may be considered fit for defence, the doctoral candidate shall have the opportunity to respond to the criticism, amend the thesis and send the doctoral studies committee a new version. The committee shall send this version to the opponents. The new version must be accompanied by a statement on changes made in response to the opponents' comments. This must generally be done within six weeks of the opponents' initial response. The opponents must confirm for the doctoral studies committee that they consider the student's response to their criticism satisfactory before the doctoral defence can take place. The opponents should confirm this within two weeks of receiving the revised thesis.

Candidates not accepting the conclusions of the opponents may refer the case to the faculty, cf. Article 50 of the Regulation for the University of Iceland no. 569/2009.

The final version of the thesis must be sent to the opponents no later than two weeks before the defence takes place. It must also be available in the School of Humanities Office up until the defence. The student is not authorised to make any substantial changes to the thesis after it has been deemed fit for defence. Provisions for the formatting and printing of the thesis can be found in Article 11.

The doctoral candidate shall publicly defend the thesis on a date determined by the relevant head of faculty, generally no later than two months after the opponents have deemed it fit for defence. The thesis shall

be assessed and defended in accordance with the regulations of the University of Iceland on doctoral studies. The head of faculty shall chair the defence. Further provisions for the implementation of doctoral defences may be found in the University Council rules of procedure. Following the oral defence, the head of faculty, together with the opponents, shall decide whether the title of Doctor shall be awarded. If there is disagreement thereupon, the matter shall be referred to the faculty meeting. Student representatives at the faculty meeting do not have the right to vote on matters concerning the awarding of the title of Doctor. If the opponents and head of faculty decide to confer the title of Doctor, the thesis shall be saved in the Skemman database following the defence. Access to the thesis may, however, be temporarily closed due to research interests or plans for publication.

Grades are not awarded for doctoral degrees.

**Article 14. Connections with other universities and other University of Iceland schools.**

Doctoral students may take part of a doctoral programme at University of Iceland faculties or schools other than where they are registered, other universities or recognised research or scientific institutes. A doctoral degree may also be jointly awarded with another University of Iceland faculty or school or another university. In such circumstances, consideration may be given to arranging the doctoral defence in accordance with the customs of both parties, as agreed on a case by case basis. The secretary of the doctoral studies committee shall manage communication with collaborating universities in consultation with the Graduate School.

**Article 15. Academic title.**

A doctorate from a faculty within the School of Humanities, awarded on completion of a doctoral programme in accordance with this Regulation, confers the academic title of *Philosophiae Doctor* (Ph.D.). However, persons completing a doctoral degree in theology may choose between the academic titles *Philosophiae Doctor* (Ph.D.) and *Doctor Theologiae* (Dr. Theol.). The degree certificate shall indicate in which subject the doctorate is in.



## **CHAPTER II.**

### **Doctoral degrees without a prior programme of organised study.**

#### **Article 16. Doctoral degrees without a prior programme of organised study.**

A doctoral degree without a prior programme of organised study involves the composition of a thesis or collection of theses and an oral defence, cf. Article 70 of the Regulation for the University of Iceland no. 569/2009. The doctoral candidate must have completed a Master's degree or equivalent qualification in the subject of the doctoral thesis, or a related subject. The doctoral thesis must comply with requirements concerning academic methodology and comprise an original contribution by the doctoral candidate to the academic discipline in question. A candidate may submit a collection of peer-reviewed articles which have been published or approved for publication, unless this is forbidden by the specific faculty rules. The articles must focus on the same main field of research and form a coherent whole. A special overview shall be compiled, summarising the material of the individual theses and drawing overall conclusions. For further details, see paragraphs 1 and 2 of Article 11 on the presentation and formatting of doctoral theses.

An application to undergo a doctoral examination must be addressed to the faculty concerned. The application must be accompanied by four copies of the thesis submitted. The application must furthermore be accompanied by references from three parties regarding the significance that the thesis may have for the academic community and research in the relevant field. All referees shall be recognised experts in the academic field.

Should the thesis concern a branch of the humanities not studied at the University of Iceland, a faculty may refuse to assess the applicant's thesis on these grounds.

Should it prove impossible to find qualified members for an evaluation committee to assess a thesis, a faculty may request that the work be submitted in an Icelandic translation or in another language accepted by the faculty.

The head of faculty shall request statements from the relevant department/faculty on the thesis and accompanying references, and then submit a proposal to the doctoral studies committee on whether to accept the application. The committee shall determine whether the application meets quality requirements, e.g. with regard to the criteria that apply to doctoral study. Particular care shall be taken to ensure that the doctoral thesis includes

a comprehensive discussion of the status of knowledge in the academic field in question. The committee may gather additional references, if needed, in order to evaluate the application, based on the criteria mentioned above. If improvements are needed the committee shall inform the applicant of this. Otherwise, having received nominations from the faculty, it shall appoint a three-person evaluation committee to assess the academic value of the written works accompanying the application. Only persons who have completed a doctorate or equivalent university degree may be appointed to serve on an evaluation committee, unless compliance with this condition is impracticable. Ideally, one or more members of the evaluation committee shall be external to the University, since opponents are generally evaluation committee members. The evaluation committee shall deliver a reasoned verdict to the doctoral studies committee in writing. The unanimous verdict of the evaluation committee, or of a majority of its members, must be unambiguous as to whether the thesis meets the requirements for a doctoral thesis. If the evaluation committee is not unanimous, the minority may explain its position in a separate verdict. If the evaluation committee is unanimous, it shall submit a single verdict.

If the majority of members of an evaluation committee agree that a work submitted by an applicant does not meet the requirements demanded of a doctoral thesis, the applicant shall not be permitted to undergo a doctoral examination. If the majority of the evaluation committee finds the thesis satisfactory, the doctoral studies committee, in consultation with the relevant faculty, shall determine whether the applicant should be given the opportunity to undergo a doctoral examination.

If the doctoral studies committee deems the thesis acceptable for defence it shall then appoint two opponents for the oral defence of the thesis, in accordance with faculty recommendations and having received the opinion of the Graduate School. Opponents shall generally have been members of the evaluation committee. Article 13 of this Regulation shall apply to assessment and the doctoral defence.

Article 15 shall apply concerning academic titles.

### **CHAPTER III.**

#### **Faculty of Foreign Languages, Literature and Linguistics.**

##### **Article 17. Programmes and languages.**

The Faculty of Foreign Languages, Literature and Linguistics offers doctoral programmes in second language studies, Danish, English, French studies, Spanish and German. The doctoral thesis shall be written in the appropriate language.

##### **Article 18. Number of credits.**

A doctorate from the Faculty of Foreign Languages, Literature and Linguistics shall be based on a doctoral thesis worth 180 credits.

### **CHAPTER IV.**

#### **Faculty of Theology and Religious Studies.**

##### **Article 19. Programmes.**

The Faculty of Theology and Religious Studies offers a doctoral programme in theology.

##### **Article 20. Number of credits.**

A doctorate from the Faculty of Theology and Religious Studies shall be based on a doctoral thesis worth 180 credits.

##### **Article 21. Languages.**

A doctoral thesis at the Faculty of Theology and Religious Studies shall generally be written in Icelandic or English. It may, however, be possible to write theses in Danish, Norwegian or Swedish and use these languages for the doctoral defence.

##### **Article 22. Additional requirements for mag. theol. students.**

Applicants for doctoral studies at the Faculty of Theology and Religious Studies who have completed a mag. theol. degree at the Faculty must complete an MA programme at the Faculty. The programme shall comprise methodology courses at the Master's level (F-courses) in the School of Social Sciences and/or School of Humanities, totalling at least 20 credits, and a 30-credit research thesis. The research thesis may cover material related to the proposed doctoral thesis, cf. further rules for organisation of study in Master's and doctoral programmes at the Faculty of Theology and

Religious Studies. Up to 60 credits from a mag. theol. or cand. theol. degree may be counted towards an MA in Theology.

## **CHAPTER V.**

### **Faculty of Icelandic and Comparative Cultural Studies.**

#### **Article 23. Programmes.**

The Faculty of Icelandic and Comparative Cultural Studies offers doctoral programmes in comparative literature, Icelandic grammar, Icelandic literature, cultural studies and translation studies.

#### **Article 24. Number of credits.**

A doctorate at the Faculty of Icelandic and Comparative Cultural Studies is based on a 240-credit programme. This is divided into a 60-credit general component and a 180-credit doctoral thesis. The general component of the doctoral programme, alongside general training, is composed of formal courses, individual projects, lectures, academic articles and university teaching, as determined in further detail by the faculty.

The doctoral student's experience or preparation in the aforementioned academic fields before formally commencing doctoral studies may be taken into consideration. Courses that were part of the doctoral student's MA programme or courses the student may be obliged to take to meet preparation requirements, cf. Article 4, may not count as part of the general component of the doctoral programme.

The doctoral committee shall assess whether a doctoral student has completed the general component of the doctoral programme and submit its assessment to the doctoral studies committee for approval. Ideally, doctoral students shall complete any formal courses that they plan to take as part of their general studies as soon as possible and no later than by the end of the fourth semester, since they are intended to serve as preparation for writing the doctoral thesis. The doctoral student's supervisor shall ensure that the general component of the doctoral programme is not overly prolonged.

#### **Article 25. Languages.**

Doctoral theses at the Faculty of Icelandic and Comparative Cultural Studies shall generally be written in Icelandic or English, although students may apply for permission to write the thesis in another language, particularly in the case of a joint doctorate with a foreign university.

## **CHAPTER VI.**

### **Faculty of History and Philosophy.**

#### **Article 26. Programmes.**

The Faculty of History and Philosophy offers doctoral programmes in archaeology, philosophy, history and applied ethics.

#### **Article 27. Number of credits.**

A doctorate from the Faculty of History and Philosophy shall be based on a doctoral thesis worth 180 credits.

#### **Article 28. Languages.**

Doctoral theses at the Faculty of History and Philosophy shall generally be written in Icelandic or English, although students may apply for permission to write the thesis in another language, particularly in the case of a joint doctorate with a foreign university.

## **CHAPTER VII.**

### **Entry into force etc.**

#### **Article 29. Entry into force.**

This Regulation is established by the University Council in accordance with the authority of paragraph 3, Article 18 of the Act on Public Higher Education Institutions no. 85/2008. This Regulation has been approved by the Faculty of Foreign Languages, Literature and Linguistics, the Faculty of Theology and Religious Studies, the Faculty of Icelandic and Comparative Cultural Studies, the Faculty of History and Philosophy, the governing board of the School of Humanities and the Graduate School, cf. Articles 66 and 69 of the Regulation for the University of Iceland no. 569/2009. This Regulation enters into force immediately. At the same time Chapter III of Regulation no. 154/2011 on Master's and doctoral studies at the University of Iceland School of Humanities is repealed. Provisions concerned Master's studies in Regulation no. 154/2011 shall remain in effect until new regulation on Master's studies has been established.

## **RULES ON DISCIPLINARY SANCTIONS FOR THE MISUSE OF SOURCES**

Paragraph 4, Article 54 of the Regulation for the University of Iceland no. 569/2009 states:

**Students are strictly prohibited from using the intellectual property of others in essays and assignments, unless sources are cited in conformity with recognised academic practice.**

The School of Humanities has established the following rules in accordance with this provision.

1. Teaching staff who have reason to suspect a violation of the above rule shall submit a report on the matter to the head of department (or head of subject) and head of faculty at the earliest opportunity.
2. If the head of faculty agrees with the reasoning in this report, he or she shall ask to meet with the student. The head of department (or head of subject) shall also attend the meeting. The meeting is intended to get the student's perspective on the alleged offence and, as appropriate, to give the student the right to dispute it. The student must therefore be informed in advance of the reason for the meeting, the evidence behind the case and that disciplinary sanctions are a possibility.
3. If the head of faculty and head of department (or head of subject) believe that the evidence and the results of the meeting prove that an offence has been committed, the decision shall be taken to apply the faculty's disciplinary sanctions, such that the student receives a grade of 0.0 for the course and is considered to have forfeited the right to sit an examination. The head of faculty will also issue the student with a written reprimand. If the offence is minor or committed out of carelessness, however, it is permissible to impose more lenient disciplinary sanctions, such that the student receives a grade of 0.0 for the assignment in question, but is given the chance to turn in a new assignment. In these circumstances, the head of faculty shall give the student an informal reprimand.
4. A copy of the head of faculty's reprimand shall be filed in the School of Humanities archive and a copy sent to Student Registration. The reprimand is valid for three years. An investigation shall also be conducted into other assignments the student has completed in the same semester to check whether similar methods have been used. Otherwise, the matter is closed. If there is a repeat of such behaviour within three years, however, the matter will be referred straight to the School dean.
5. If the offence is serious, or the student refuses to admit to it in contradiction of the unanimous, unambiguous and well-reasoned opinion of the head of faculty, head of department (or head of subject) and member of teaching staff, the matter shall be referred to the School dean for adjudication

in accordance with Article 19 of the Act on Public Higher Education Institutions:

*Article 19 Student rights and responsibilities.*

- *The University Council, having received a statement from the general association of students within the University, shall establish rules on students' rights and responsibilities, including their right to appeal.*
- *Students must avoid any actions in their studies or behaviour inside and outside the university which damages the honour or prestige of the institution or may cast aspersions on their studies or the university.*
- *Should the student be found guilty of misconduct, cf. paragraph 2, or of behaviour in violation of this Act or rules set in accordance with it, the dean of the relevant school shall process the case. Depending on the gravity of the offence, the student may be formally reprimanded or expelled from the University, on a temporary or permanent basis. Before the decision to expel a student is taken, the student in question shall be given an opportunity to present a statement on the matter. Students may refer the dean's decision to the Board of Appeal to deal with higher education institution student complaints, cf. the Higher Education Institutions Act. Such an appeal shall defer execution of the dean's ruling.*
- *The rector may, after a reasonable length of time, authorise a student who has been permanently expelled to enrol again at the University if circumstances have changed. In such cases, students may refer a rejection from the rector to the Board of Appeal.*

These provisions are also included in Article 51 of the Regulation for the University of Iceland no. 569/2009.