



# A Guide to Doctoral Studies in English and American Literature

[Version 11: 18 February 2013]

## 1 General Regulations

### 1.1 Application of this guide

This guide supplements the *Promotionsverordnung der Philosophischen Fakultät der Universität Zürich* and the *Doktoratsordnungen* of both the General Doctorate (*Allgemeines Doktorat*, 16 ECTS) and the Doctoral Program “English and American Literary Studies” (30 ECTS). The *Promotionsverordnung* and the *Doktoratsordnungen* form the legal basis of the arrangement between the student and the university. This guide has only an auxiliary function.

### 1.2 Application and Registration

Candidates interested in doing a PhD should first contact a potential supervisor. Eligible supervisors are all professors and private lecturers (*PrivatdozentInnen*) in English Literature. The information requested by the prospective supervisor will vary in individual cases, but normally candidates should prepare at least a 5-page outline of their intended dissertation topic.

Once the support of a supervisor has been secured, the prospective PhD student must submit an application via the website of the University’s central admission office (*Zulassungsstelle*) including a provisional confirmation of supervision signed by the prospective supervisor (*Provisorische Betreuungsbestätigung*) for the General Doctorate or a provisional confirmation of admission to the Doctoral Program (*Provisorische Aufnahme ins Doktoratsprogramm*) signed by the prospective supervisor and the Program Director.

After successful application, the main supervisor in consultation with the student will form a supervisory committee consisting of at least two members. The members of the supervisory committee and the PhD student fill in a Doctoral Agreement (*Doktoratsvereinbarung*, available on the website of the *Studiendekanat*) and submit this to the *Studiendekanat*, with a copy to the Program Coordinator.

### 1.3 Admission to the General Doctorate

Admission to the General Doctorate can be made contingent on conditions (*Bedingungen*) and requirements (*Auflagen*). Conditions must be met before the beginning of the doctoral studies, whereas requirements can be fulfilled during the doctoral studies. Conditions and requirements are to be specified in the Doctoral Agreement.

(For additional regulations concerning the admission to the Doctoral Program see Section 3, Regulations of the Doctoral Program, below.)

#### 1.4. The Doctoral Dissertation

The doctoral dissertation takes the form of a single-authored monograph. Cumulative and co-authored dissertations are not permitted in English and American Literary Studies.

#### 1.5 Modules and Credit Points

In addition to completing the dissertation, doctoral candidates in both curricula are required to participate in subject-related modules. They may acquire further ECTS in transferable skills modules. Candidates are strongly encouraged to gain credit for as wide a variety of activities as possible. Doctoral students need to acquire a total of 16 ECTS (General Doctorate, enrolled before HS 2013), 12 ECTS (General Doctorate, enrolled in FS 2014 or later; *expected*) or 30 ECTS (Doctoral Program) respectively. They are not entitled to be awarded more ECTS than needed for their curriculum.

Credit points that are earned through activities that cannot be booked as a module are collectively accredited towards the end of the degree. Candidates should wait until all credit points have been earned before applying for accreditation. (Please note, however, that this process may take several months.) Students should submit a list of activities along with the related required piece of work or evidence of participation (e.g. conference programme, photocopy of journal article, confirmation of attendance, etc.). The completed *Leistungsnachweise* should be submitted to the Program Coordinator, who will forward them to the Head of Department for approval. After approval, the Adjunct to the Head of Department will forward the dossier to the Faculty of Arts, who carry out the final accreditation.

Credit points can be awarded belatedly in special cases, e.g. if the PhD candidate has engaged in activities between completion of the *Lizentiat*/MA degree and enrolment as a PhD student. In such cases, evidence (e.g. written confirmation from the respective professor) is also required.

For additional regulations concerning ECTS, see the specifications on both curricula below, in sections 2 and 3. The basic and legally binding documents are the respective *Doktoratsordnungen* of the curricula.

#### Subject-related activities include:

- Doctoral or advanced research colloquia including presentation (4 ECTS)
- PhD research seminar participation (4 ECTS); (as agreed with supervisor and/or committee)  
Not freely bookable. *Leistungsnachweis* as appropriate. *expected*
- Doctoral workshops (2 ECTS)
- Summer schools (up to 6 ECTS; determined by supervisory committee for the General Doctorate and program committee for the Doctoral Program)
- Conference participation (with presentation / with brief written report) (4 / 2 ECTS)
- Attendance at lecture series, with brief written report (2 ECTS)
- Publication of a paper (in peer-reviewed / non-peer-reviewed journal) (6 / 3 ECTS)

- Completion of modules at other universities or programs can be credited in individual cases, subject to agreement with the supervisory committee (General Doctorate) or the program committee (Doctoral Program)

**Transferable skills activities include:**

- Transferable Skills courses offered by the UZH (1–2 ECTS)
- Courses in university pedagogy (“Hochschuldidaktik”) (1–2 ECTS)
- Organisation of a conference, workshop, Peer-Mentoring project, or comparable academic or professional event (2-4 ECTS; determined by supervisory committee for the General Doctorate and program committee for the Doctoral Program)
- Editing of a relevant journal, yearbook, or collection of essays (2-4 ECTS; determined by supervisory committee for the General Doctorate and program committee for the Doctoral Program)

## 2. General Doctorate: Additional Specifications

### 2.1. General Doctorate with 16 ECTS (enrolled before FS 2014)

Compulsory modules are two doctoral colloquia (2 SWS and 4 ECTS each). The remaining 8 ECTS can be earned through further subject-related activities, transferable skills activities, or a combination of both.<sup>1</sup>

### 2.2. General Doctorate with 12 ECTS (enrolled in FS 2014 or later. *Expected.*)

At least 8 ECTS must be acquired through subject-related activities. The remaining 4 ECTS can be earned through further subject-related activities, transferable skills activities, or a combination of both.

## 3. Doctoral Program “English and American Literary Studies”: Regulations and Additional Specifications

The Doctoral Program allows students to pursue the PhD within a framework that provides intensive supervisory and peer support as well as opportunities for local and international networking. Financial support is available to students in the program for conference- and research-related travel and for student-organized events such as conferences, workshops, and lecture series.

### 3.1 Program committee

The Doctoral Program is administered by a committee consisting of all professors of literature in the English Department, one of whom acts as Program Director, a representative of the *PrivatdozentInnen*, an *OberassistentIn* for Literature, and the Program Coordinator.

<sup>1</sup> *Übergangsregelung*: The Head of Department may give approval for participation in a research seminar in lieu of a colloquium where none is offered (in agreement with the supervisor and/or committee).

The program committee administers the Doctoral Program, organizes program events and activities, approves admissions to the program and, together with the supervisors, approves the awarding of ECTSs. All accreditations are ultimately effectuated by the English Department.

### **3.2 Admission**

Admission to the Doctoral Program is recommended to the *Studiendekanat* by the program committee on the basis of the following criteria:

- Written application (CV, diplomas, outline of the PhD project)
- A letter of recommendation by a referee familiar with the candidate's work, who may be the prospective supervisor
- A 30-minute interview with the prospective supervisor, the Program Director, and the Program Coordinator

### **3.3 Program Activities**

For the Doctoral Program 30 ECTS must be earned, including at least 16 ECTS through subject-related activities and at least 4 ECTS through transferable skills activities.

Students registered in the Doctoral Program may apply at regular intervals for financial support for travel to conferences, travel to research collections, and other research-related activities. The program does not itself offer fellowships, but encourages and supports students' applications for the various third-party funds available.

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