

Regulations Governing Doctoral Studentship at the University of Borås

Approved by the Vice-Chancellor
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1 Basis of values

Activities at the University of Borås are characterised by openness, novel ideas, creativity and flexibility. The activities are characterised by mutual respect and consideration between those who work at the University, students, doctoral students, teachers and others. No one is to be discriminated because of ethnicity, religion or other belief, sexual orientation, disability, or sex.

In order to achieve a good working environment and secure working conditions, the University primarily funds research studies through doctoral studentships.

2 Introduction

The regulations governing doctoral studentships are local regulations governing the appointment procedures for doctoral students and are approved by the Rector after a proposal made by the Research and Education Board (FoU) and the Artistic Research and Education Board (KFU).

These regulations are common to all instances of third-cycle studies at the University and the goal and purpose of the regulations are for them to be beneficial to the quality of third-cycle education, doctoral students' legal rights, and also to contribute to a good working environment and social environment for students.

These regulations are based on the Higher Education Act (1992:1434) and the Higher Education Ordinance (1993:100) and are to be considered an interpretation and application of general regulations. In addition, it refers to the Admission regulations Reg. No. 529-11-52.

3 Prerequisites for doctoral studentship

At the University of Borås, a person may only be appointed to a doctoral studentship if he/she:

has been admitted to a doctoral programme in a area in which the University has the right to confer doctoral degrees, or

has been admitted to another higher education institution which has the right to confer doctoral degrees in an area for which the University currently does not have the right to confer doctoral degrees. In the latter case, the appointment decision is made only when a place at the education programme has been guaranteed.

4 Funding of third-cycle studies

At the University of Borås, doctoral studentships are to be the primary form for funding of third-cycle studies.

At the University, scholarships that fund third-cycle studies cannot be established.

At the University of Borås, doctoral studentships shall not be funded through doctoral grants.

A higher education institution may only admit applicants to third-cycle courses and study programmes who have been appointed to doctoral studentships or awarded doctoral grants. The higher education institution may, however, admit applicants who have some other form of funding for their studies if it considers that the funding can be guaranteed during the entire period of study and that the applicants can devote enough time to their studies to enable their completion within four years in the case of a licentiate degree or a licentiate degree in the fine, applied and performing arts or eight years in the case of a PhD or a doctorate in the fine, applied and performing arts. (HEO, chapter 7, section 36).

This does not, however, apply to decisions to withdraw resources pursuant to HEO, chapter 6, section 30.

For details regarding different kinds of "other form[s] of funding", please refer to the Admission regulations, Reg. No. 529-11-52.

5 Appointment

A doctoral studentship shall be a full-time post. If a third-cycle student so requests, the appointment may be a part-time post but for no less than 50 per cent of a full-time post. (HEA, chapter 5, section 3a)

Leave of absence may only be approved for a maximum of 50 per cent of a full-time post. A doctoral student may, however, be granted leave of absence for more than 50 per cent of full-time if this is supported by the law or an agreement or for work as a students' union representative.

5.1 Announcing a doctoral studentship

Announcements are to be posted on the University's webpage and public notification board, through the Swedish Public Employment Service and, when required, in other suitable media. Minimum length of the application period is three weeks.

Exceptions from the requirements on announcing a doctoral studentship may be made for students who are not to be employed, e.g. students receiving an education scholarship from Swedish or foreign authorities or who have been admitted to a doctoral programme through another external employment, a so-called industry-employed/collaborative doctoral student¹.

Decisions to extend a doctoral studentship and changes in subject for third-cycle studies may be made without announcements and the same applies for admissions of doctoral students who have previously been appointed to doctoral studentships at other Swedish higher education institutions.

5.2 Material on which to base the appointment decision

Under normal circumstances, the initiative for a doctoral studentship comes from a Research Education Committee or the KFU, regarding areas where the University has the right to confer doctoral degrees, and after consulting with the Head of School. For research areas where the UB holds no rights to confer doctoral degrees, a dialogue is to take place between a college of supervisors (or corresponding body) and the Head of School prior to the appointment of a person to a doctoral studentship and the Head of School is responsible for informing the board/committee about the appointment. The Head of School submits the material on which to base the appointment decision to the Human Resources Officer, who presents the appointment matter to the Vice-Chancellor, who in turn makes the decision to initiate an appointment process.

From the material, it must be possible to determine:

- Profile of the post
- Funding
- Higher education institution where the doctoral student is to be admitted
- Needs of the organization
- The proportion of time devoted between research studies and other duties at the School
- Selection criteria
- Incorporation of the doctoral student into the research profile/area (Reg. No. 992-09-10)

¹ This refers to doctoral students employed in the field of health care or by a company, another higher education institution, or other municipal or governmental body.

5.3 Selection

The goal of the selection process is to find the candidate who will profit most by doctoral education with regard to the qualification profile. For research areas where the University holds the right to confer doctoral degrees, the selection of applicant to appoint to a doctoral studentship is conducted through examination of a group of supervisors or a corresponding body. Formally, documentation of the order of preference and preparation of the material on which to base the appointment decision shall be made by the Research Education Committee or the KFU and the decision on a candidate shall be recorded in the minutes.

For research areas where the University holds no rights to confer doctoral degrees, the decision on selection procedure cannot rest solely with the University. In the latter case, the details regarding the collaboration between the University and another higher education institution are to be described in the material on which to base the appointment decision for each appointment matter.

5.4 Appointment decision

Only those who are or have been admitted to third-cycle courses and study programmes at a higher education may be appointed to doctoral studentships. (HEO, chapter 5, section 3).

The Head of School in question is responsible for compiling a written appointment decision. This is done in collaboration with the Human Resources Office. The appointment decision for a doctoral studentship is taken at the Rector's management meeting after presentation of the written appointment decision by the Human Resources Officer in charge of the matter. The Human Resources Officer is to see to that all applicants are notified of the decision no later than three weeks from the date when the decision came into force.

The individual salaries of doctoral students employed at the University of Borås are set using the so-called Salary Scale² and subsequent pay raises will be made according the steps of the scale. The doctoral student is responsible for submitting the appropriate form requesting a pay raise to the Human Resources Officer³.

5.5 Extending a doctoral studentship

Extending a doctoral studentship occurs at the initiative of the Head of School in question. After the Head of School and the Director of Studies for the doctoral programme have reviewed the current individual study plan

² General pay and benefits agreement (ALFA 2010-2012, ALFA-T), section 13, Reg. No. 199-11-16

³ Form is included in the Employee handbook under the section Doctoral student - salary.

and excerpts from Ladok, the Director of Studies for the doctoral programme is responsible for filling out the required form and submitting it to the Human Resources Office together with excerpts from Ladok. When altering study pace, the entire period of studies may not extend beyond eight years of studies at 50 per cent of full-time, starting on the day of admission.

Decision to extend the appointment is taken at the Rector's management meeting after the appointment decision has been presented by the Human Resources Officer in charge of the matter.

Extensions of the period of studies due to e.g. parental leave, sick leave, work as a student's union representative, and other forms of leave of absence is to be noted in the individual study plan, at which time the period of study and the doctoral studentship shall be extended correspondingly. The responsible School shall notify the Human Resources Officer about the length of the extension no later than one month prior to the termination of the employment period.

5.5.1 Additional costs in connection with leave of absence

Increased expenses resulting from a decision to extend a doctoral studentship due to sick leave, parental leave, or work as a union representative or student's union representative shall under normal circumstances be covered by the concerned Schools.

Doctoral student members at the University Governing Board receive remuneration pursuant to the Ordinance Concerning Remuneration for Positions on Government Boards, Committees and Councils, etc. (1992:1299).

6 Department duties

The extent and content of the department duties carried out at the School is to be stated in the individual study plan. Department duties may comprise of no more than 20 per cent of full-time, distributed over the entire period of study. The doctoral studentship is to be prolonged by the same amount of time as the time spent performing department duties.

The department duties are to be planned so as to be relevant for the education of the doctoral student. Planning of the department duties is to take place as a dialogue between the Directors of Studies for the doctoral programme, the Director of Studies for the first-cycle education programme, and the doctoral student.

A doctoral student whose department duties include teaching must have completed introductory education in higher education pedagogy as is devised by the faculty board or exhibit equivalent proficiency. (Reg no 992-09-10)

7 Leave from studies

The doctoral student is entitled to approved leave from studies due to sick leave, parental leave, service in the Swedish total defence, or work as a union or student's union representative. The board/committee together with the Head of School may approve leave from studies for other reasons after an assessment has been made of the consequences of the period of leave on the time frame of the education and the urgency of the project.

The decision to approve leave from studies is made by the board/committee together with the Head of School. The Head of School will, parallel to the decision of the board/committee, approve leave of absence. When returning from a leave from studies, a new individual study plan is to be drawn up.

Applications for leave from studies are made using a special form available at the University's webpage. If the leave from studies is to exceed a full semester, the application shall include a new, updated financing and student activity report (F4)⁴ covering the activities performed during the period. If a leave from studies will last for an entire semester (up to a maximum of two semesters), information on the leave from studies shall be submitted to a Ladok administrator for registration.

8 Doctoral student influence

Doctoral students are entitled to representation on all decision-making and preparatory bodies concerned with third-cycle studies and the educational situation at the University.

A doctoral student holding a position of trust at the University or who is a student's union representative shall not receive unfair treatment in his/her education as result of this.

A doctoral student who holds a position of trust at the University or who is a student's union representative is entitled to a corresponding extension of his/her period of employment.

⁴ This is available at the pages for doctoral students at the University's webpage.

9 Disciplinary action

Disciplinary action may be taken against doctoral students pursuant to HEO, chapter 10; HEO, chapter 6, section 30; and pursuant to the Public Employment Act (1994:260).

10 Appeals

Appeals may be made to the Higher Education Appeals Board against the following decisions of a higher education institution:

1. Decisions regarding employment at a higher education institution, excepting doctoral studentships,
2. Decisions that an applicant does not meet the qualification requirements for admission to an first-cycle or third-cycle education and decisions not to make an exception from the qualification requirements in cases referred to in chapter 7, section 3, second sentence or section 28, second paragraph,
3. Decisions regarding credit transfer for education or professional activities,
4. Dismissal of student's request to be exempted from a mandatory part of an education,
5. Decisions to withdraw resources from a doctoral student's education pursuant to chapter 6, section 30 and decisions not to return the resources to the student pursuant to chapter 6, section 31,
6. Dismissal of student's request to be awarded degree certificate or course certificate, and
7. Decisions not to approve request made by a person who is admitted to a first-cycle or second-cycle education to delay the start of his/her studies or to continue his/her studies after a period of approved leave from studies. (HEO, chapter 12, section 2).