



HÖGSKOLAN
I BORÅS

RULES

Ref.No: 140-25

Rules for Doctoral Employment at the University of Borås

Published	University Governance Documents
Type of Document	Rules
Decision maker	Vice-chancellor
Legal Support	Chapter 5, Section 5 of the Board's Organizational and Decision-Making Procedures (SOB)
Decision date	2025-06-23
Version	5
Summary	This document clarifies the conditions applicable to doctoral students with doctoral employment, including the handling of part-time work, leave of absence for study breaks, and extensions of doctoral employment.

Rules for Doctoral Employment at the University of Borås

1. Background

According to the Higher Education Ordinance, a doctoral student must have an approved doctoral thesis (or documented artistic research project of at least 120 credits) to be awarded a doctoral degree. For a licentiate degree, at least 60 credits are required. The number of credits is specified in each subject's general syllabus.

A doctoral thesis must be publicly defended in a dissertation with an appointed opponent. Licentiate seminars are not regulated the same way but must still follow university-wide guidelines. Each subject may also define additional procedures.

2. Conditions for Doctoral Employment

At the University of Borås, a doctoral student may only be employed if they:

- Are admitted to doctoral studies in one of the subject areas for which the university has been granted degree-awarding powers at the doctoral level, or
- Are admitted at another higher education institution that has degree-awarding powers at the doctoral level in a subject area not currently available at the University of Borås. In the latter case, employment is granted once a study place is guaranteed.

3. Funding of Doctoral Education

The university may only admit applicants to doctoral education who are either employed as doctoral students or have other secured funding, provided that the funding is deemed sufficient for the entire duration of the education and that the applicant can devote enough time to complete the education within four years for a licentiate degree and eight years for a doctoral degree.

As a general rule, a doctoral student admitted to doctoral education at the University of Borås should be funded through a doctoral employment or employment with another employer.

For details on various forms of "other funding," refer to the Admission Regulations for Doctoral Studies at the University of Borås.

4. Employment Procedure

A doctoral position is intended as full-time employment. A different scope of employment may be approved upon written request from the doctoral student, but not less than 50 percent of full-time.

Leave of absence may be granted for up to 50 percent of full-time. However, a doctoral student may be entitled to a higher degree of leave based on statutory rights.

4.1 Announcement of Doctoral Positions

Vacant doctoral positions must be advertised on the university's external website, on notice boards, and in other relevant channels. An advertisement or other information about the position must be posted for at least three weeks before the application deadline. The announcement is managed by the HR department. A recruitment decision made by the head of the academy must precede the announcement.

4.2 Employment Documentation

Before recruitment of a doctoral student can begin, employment documentation must be prepared. The university's HR department provides support in this process.

- The employment documentation should include:
- Background and justification for the position, including a project description,
- Job description,
- Qualifications divided into formal eligibility requirements, other requirements, and desirable qualifications,
- Type of funding,
- Employment scope,
- Distribution between doctoral studies and departmental duties,
- The institution where the doctoral student will be admitted.

The head of the academy decides at the academy's decision meeting to approve the employment documentation and initiate the recruitment process.

4.3 Selection

The goal of the selection process is to identify the candidate best suited to benefit from the doctoral education based on the requirements outlined in the employment documentation. The selection process is governed by the Admission Regulations for Doctoral Studies at the University of Borås and the general syllabus for the subject.

4.4 Employment Decision

Only individuals who have been admitted or are already admitted to a doctoral program at a university may be employed as doctoral students. Where applicable, a residence permit for doctoral studies or a work permit must be in place before an employment decision is made.

The decision to employ a doctoral student is made by the head of department. HR prepares the employment decision and ensures that all applicants are informed.

5. Terms of Employment

A doctoral student should primarily devote their time to their own education. In addition to their studies, a doctoral student may engage in departmental duties corresponding to a maximum of 20% of full-time employment (see section 5.3). Otherwise, a doctoral position entails the same terms, benefits, and responsibilities as other university employees. These terms and benefits are based on the local collective agreement at the University of Borås. Doctoral students are also covered by parts of the university's local working hours agreement for teaching staff.

5.1 Salary

At the University of Borås, there is a local collective agreement, the local terms agreement, which includes a salary ladder regulating the salaries of employed doctoral students. The salary ladder implies collective salary setting, meaning that doctoral students do not have individual salary negotiations.

The salary levels in the doctoral ladder are regularly renegotiated. The ladder consists of five levels and is based on active study time in the doctoral program. Level five applies if the doctoral position continues after the doctoral degree has been completed.

5.2 Duration of Employment

A doctoral position is time-limited and can never extend more than one year beyond the completion of the doctoral degree.

For studies leading to a doctoral degree, the total duration of employment may not exceed the equivalent of four years of full-time doctoral education. For studies leading to a licentiate degree, the total duration may not exceed two years of full-time education.

However, the total employment period may be extended if there are special reasons or due to departmental duties. See sections 5.3–5.5 for more information. A doctoral position is intended to be full-time, but upon request, it may be part-time, no less than 50% of full-time. Thus, a part-time doctoral position may last up to eight years.

5.3 Departmental Duties

In addition to their education, a doctoral student may spend up to 20% of their total employment time on teaching, research, and administrative tasks—referred to as departmental duties. If departmental duties exceed 20% during one period, a correspondingly lower percentage may be performed during another period.

Departmental duties should be designed to be relevant to the doctoral student's education. They should be planned in consultation between the director of doctoral studies, the person responsible for workload planning, and the doctoral student. The scope and content of departmental duties must be specified in the individual study plan.

Completed departmental duties entitle the doctoral student to a corresponding extension of the employment period, as overtime or overtime compensation is not permitted within the doctoral position. The extension is based on the number of hours reported by the immediate supervisor in the university's workload planning system. The decision on extension is made by the head of department through a renewed employment decision, effective after the doctoral student has been employed for the equivalent of four years full-time for a doctoral degree or two years full-time for a licentiate degree.

Doctoral students who teach as part of their departmental duties must, as soon as possible, complete an introductory course in higher education pedagogy or demonstrate equivalent knowledge. This training should be either a credit-bearing part of the individual study plan or part of the departmental duties. Completion of the training must be documented.

5.4 Leave of Absence for Study Breaks

Leave of absence for a full-time study break in doctoral education is considered an exception at the University of Borås, as such leave is not a guaranteed right under the collective agreement for time-limited employment, except as stated in section 5.5. The main reason for granting leave should be that it benefits the education and the doctoral student's future career.

Leave of absence requires that a study break has been approved. The application must be submitted using a specific form and preceded by consultation between the doctoral student, principal supervisor, director of doctoral studies, and head of department regarding potential consequences, such as study progression, course participation, supervision, and financial aspects.

If the application is approved by the supervisor and head of department, the documentation is submitted to KFU or the responsible doctoral education committee for a decision on the study break.

In parallel with the committee's decision, the head of department grants any leave of absence from the doctoral position. An approved study break must be recorded in the individual study plan. Leave of absence for a study break is considered grounds for extension—see section 5.5 under "Other Special Reasons." Upon returning to studies, a new individual study plan must be established.

5.5 Extension of Doctoral Employment Due to Special Reasons

A doctoral student who has been absent from studies for reasons specified in the Higher Education Ordinance must be compensated for the lost time through an extension of their employment.

- **Illness, parental leave, or leave for service in the total defense**
An extension is granted for the actual period of absence as reported by the doctoral student in the university's personnel and payroll system.
- **Elected positions within trade unions**
An extension is normally granted for the time required to fulfill the union assignment,

in accordance with the Act (1974:358) on Union Representatives' Rights in the Workplace, the local terms agreement, and agreements between the employer and employee organizations at the university. The doctoral student reports the scope of the assignment to their immediate supervisor for registration in the university's workload planning system.

- **Elected positions within student organizations and certain other representative roles**

The doctoral student reports the scope of the assignment to their immediate supervisor for registration in the university's workload planning system. The extension and application process are governed by the *Regulations for Extension of Study Time for Doctoral Students Due to Representative Assignments at the University of Borås*.

Decisions on extensions for the above reasons are made by the head of department.

- **Other Special Reasons**

Other special reasons for extension beyond those listed in the Higher Education Ordinance may only be approved in exceptional cases. These may include leave of absence for a study break (see section 5.4) or extraordinary events and circumstances beyond the doctoral student's control that negatively impact their ability to complete their studies on time.

An application for extension of doctoral employment due to extraordinary events and circumstances must include a clear background and justification.

6. Disciplinary Measures

Disciplinary measures may be taken against doctoral students in accordance with Chapter 10 of the Higher Education Ordinance, Section 30 of Chapter 6 of the same ordinance, and the Public Employment Act (1974:152).

7. Appeals

Decisions regarding the employment of doctoral students cannot be appealed.