

Doctoral student handbook

University of Borås



UNIVERSITY
OF BORÅS

Content

Welcome to your doctoral studies here at the University of Borås!

The information found in this booklet is supposed to be a help and guidance during your PhD studies here at the University.

Due to the fact that your PhD might be financed in different ways; university employment, external employment (industry doctoral student) or through a scholarship please note that rights and regulations might vary depending on your type of finance. In those cases where there is a difference depending on your PhD-finance it is clearly marked.

The same information found in this document is also found online on the University website. For the most recent and updated information you are referred to the corresponding web pages. Most information can be found under the heading "Doctoral student handbook".

<https://www.hb.se/en/Staff/About-my-Employment/Doctoral-student/>

.....	1
1. Introduction	4
2. Governance of the doctoral education	4
2.1 Graduate schools	6
3. New to the University of Borås	6
3.1 Computer account	6
3.2 Keycard	6
3.3 Buildings	6
3.4 Introduction	7
4. Study documentation and learning management system	7
4.1 Ladok	7
4.2 Activity and funding form	7
4.3 PingPong	8
5. Financing and employment	8
5.1 Employment as a doctoral student	8
5.2 Industry doctoral student	9
5.3 Scholarships	9
5.4 PhD financed by UB but admitted at a partner university	10
6. Teaching or other administrative duties	10
7. Supervision	10
7.1 Examiner	11
7.2 Supervisors	11

7.2.1	Changing supervisors	11
7.3	Director of studies	12
8.	Study planning and follow-up	12
8.1	The general study plan - ASP	12
8.2	The individual study plan (ISP)	13
8.3	Approved leave from studies	13
8.4	Non-completion of studies	13
9.	Third-cycle courses	14
9.1	Credit transfer from other universities.....	14
9.2	Credit transfer from prior university studies.....	14
9.3	Documentation	14
9.4	Completion of all courses	15
9.5	Other educational elements	15
9.6	Course evaluation.....	15
10.	Licentiate degree	15
10.1	Registration for licentiate seminar	16
10.2	Design and printing	16
10.3	General qualifications for a degree if Licentiate	16
10.4	Qualifications of Licentiate in fine, applied and performing arts	17
11.	Public defense of the doctoral thesis	19
11.1	Preparations for the thesis defense.....	19
11.1.1	Request to defend thesis.....	19
11.1.2	Printing of thesis.....	19
11.1.3	Notification of the doctoral thesis defense and E-notification	20
11.1.4	Press release	20
11.2	Examination Board	20
11.2.1	Uncertainties regarding constituents of the thesis	20
11.2.2	Distinctive efforts.....	21
11.2.3	Communication with the Examination Board	21
11.3	Discussant	21
12.	Doctoral degree	21
12.1	Applying for your doctoral degree.....	21
12.2	Qualifications general doctor degree	21
12.3	Qualifications degree of Doctor in the fine, applied and performing arts	23

12.4	Degree certificate (diploma)	24
12.5	Appeals.....	24
13.	Conferment ceremony of doctoral degrees	24
14.	After your PhD-studies	25
14.1	Continued academic career.....	25
14.2	Safety nets – A-kassa.....	26
15.	Copyright and ethical issues	26
15.1	Research misconduct.....	26
15.2	Cheating in doctoral education.....	26
15.3	Copyright	26
16	Support and influence	27
16.1	Student influence	27
16.2	Student Union.....	27
16.3	Student Health Care.....	27
16.4	Equality and equal treatment	27
17	Other practical issues	28
17.1	Swedish course for international doctoral students	28
17.2	Career guidance	28
17.3	Healthcare allowance (friskvårdsbidrag) & gym.....	28
17.4	Terminal glasses.....	28
17.5	Pensions.....	29
17.6	Insurance	29
17.7	Vacation	30
17.8	Sick leave	30
17.9	Parental leave.....	32
17.10	Allowance (traktamente).....	33

1. Introduction

Being a doctoral student at the University of Borås means that you will conduct a research project and take doctoral courses leading to a doctorate. You may also perform teaching or administrative duties in pursuit of your doctorate. This process sometimes involves the step of a licentiate degree. Two different types of theses can be completed depending on the subject area's own tradition: *a monograph* or *a compilation thesis*. During your education, you will receive and have the right to the continuous supervision of experienced researchers within your research area.

Doctoral studies up to the doctorate are equivalent to four years of study (240 credits, where 1.5 credits is equivalent to one week of full-time study). The licentiate degree can be a milestone, especially in certain areas and is taken after about half of the study time (120 credits). Completing a doctorate sometimes involves demanding and challenging work but is also perceived as a free and independent way of working with many stimulating questions. It is important to receive the support of other students or your supervisor to work through and find solutions to the challenges you face.

2. Governance of the doctoral education

The doctoral programs have been developed in accordance with the university's vision and strategic plan.

The University of Borås's Vice-Chancellor has delegated responsibility for the university's doctoral education development and quality. The Research and Education Board (FoU, or Forsknings- och utbildningsnämnden in Swedish) and the Artistic Research and Education Board (KFU, or Nämnden för Konstnärlig forskning och utbildning) have the overall responsibility for the promotion of research and doctoral education as well as of ensuring that educational programs at undergraduate, graduate, and doctoral levels are based on scientific grounds.

FoU's responsibility includes the programs that lead to a general degree while KFU is responsible for the programs leading to an artistic degree. FoU has, in turn, delegated responsibility to various committees. This means that each area of research that FoU oversees has a Research Education Committee (or forskarutbildningsutskott in Swedish). The committees' role is to have the operational responsibility for each doctoral education program.

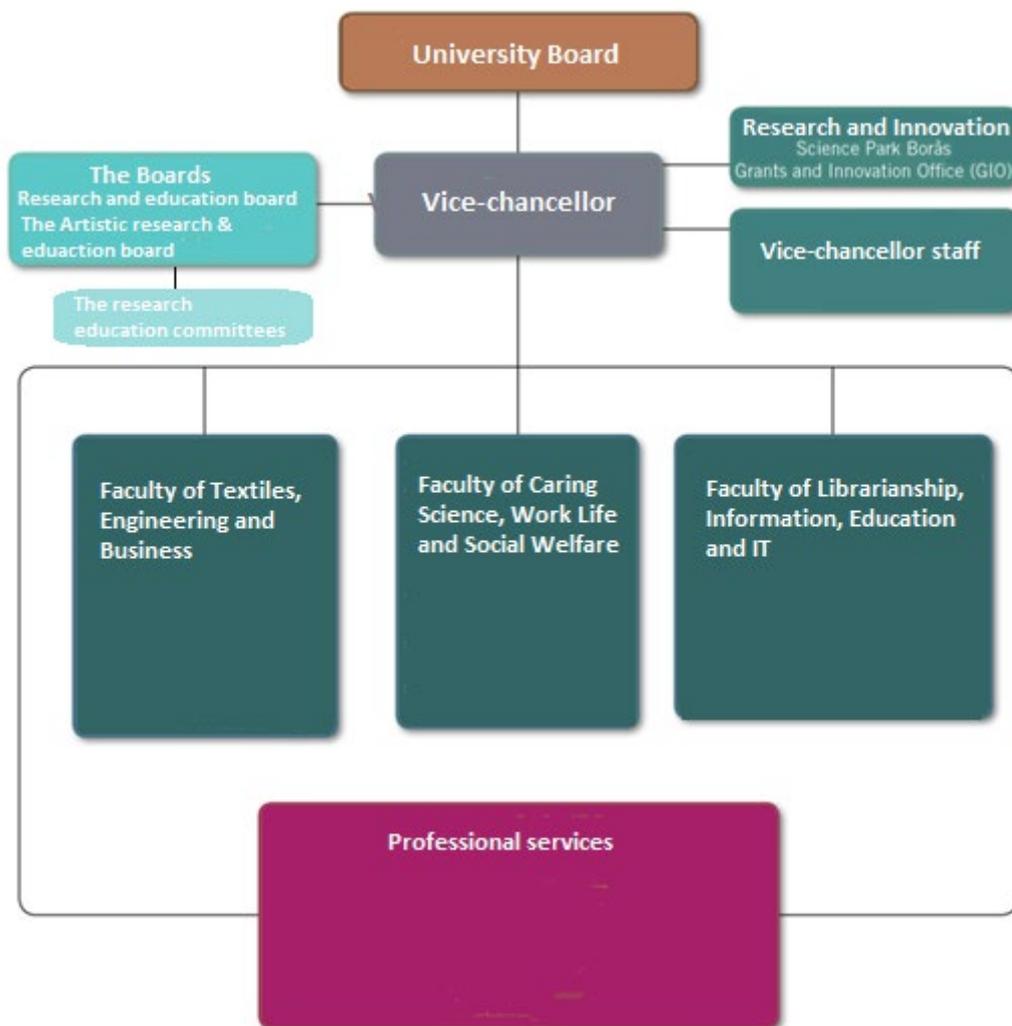


Figure 1: Organizational structure

The Dean of Faculty (Akademichef) at your faculty is ultimately responsible for your doctoral education program.

A director of studies (studierektor in Swedish) is tied to each subject area. Normally, it is a director of studies who handles the larger issues regarding doctoral education; this person then reports to the Head of Department and the Dean of Faculty.

The study director's responsibility is to take the initiative to see that courses are developed and given as well to ensure that there is a basis that makes it possible to evaluate your education. The director of studies is also responsible for ensuring that your individual study plan is filled in and followed up on at least once a year. Thus, the director of studies has the overall responsibility for ensuring that the doctoral program is in accordance with the rules and guidelines applicable both locally and nationally.

In some of the university's doctoral programs, you, as a doctoral student, are assigned an examiner. The examiner has the overall responsibility of ensuring that your education is conducted on the basis of the doctoral education's subject.

2.1 Graduate schools

Some of the university's doctoral programs have chosen to organize themselves as graduate schools. The graduate schools are set up as organizational and strategic tools in order to strengthen the integration between education and research with each respective field. A supervisor is responsible for each respective graduate school. The two graduate schools are:

- the graduate school in Research recovery - where the doctoral education within Resource recovery is included.
- the graduate school in Textiles and Fashion - where the doctoral educations within Design, Textile Management and Textile Materials are included.

3. New to the University of Borås

3.1 Computer account

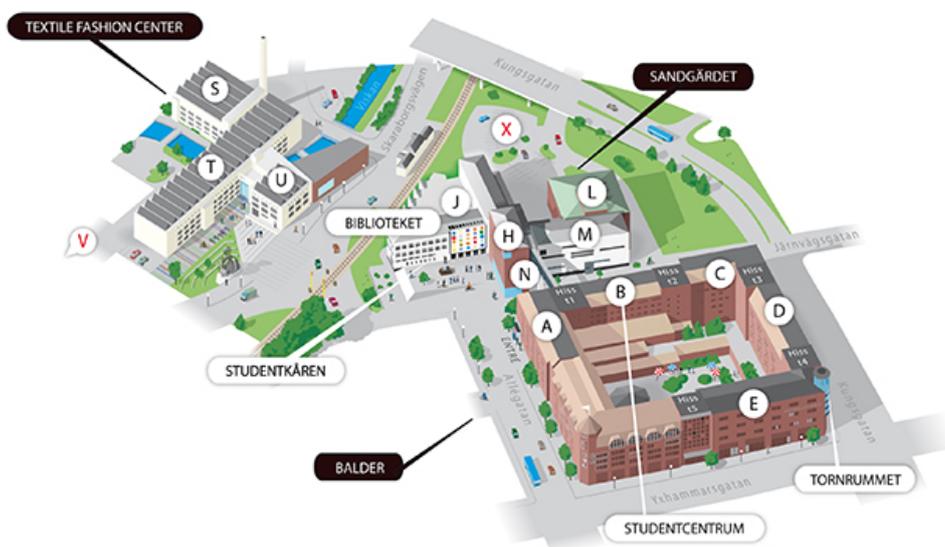
If you do not have an account at Borås University, contact the researcher officer at your department who can help you with formalities about this. After you have been notified of an account being created for you, you can collect it at Campus and IT service located on level 3, A-corridor, house Balder. Do not forget to bring your ID when you retrieve your account.

3.2 Keycard

To enter the premises, you will need a keycard (tag). You will get this at the reception located in house Balder after you have retrieved your account.

3.3 Buildings

The university's premises are located in three buildings; Balder, Sandgärdet and Textile Fashion Center. The shared rooms can be booked internally via the Kronox booking system.



3.4 Introduction

Each autumn, an introductory day is held for all new PhD students. The day provides both general information about research studies and how the university's organization and structure look like. In addition, you are informed about what rights and obligations you have as a PhD student and where you can turn to issues relating to gender equality and work environment.

As a new graduate student you will receive a personal invitation to the introductory day and the website will be updated when the introductory day of the year is approaching.

For those who have a university employment, you are also invited to specific introductory days for new employees. These days are organized by HR and take place once per semester.

4. Study documentation and learning management system

4.1 Ladok

The University of Borås uses the study documentation system Ladok, where all students are registered. Registration occurs when you are admitted to the program. The following information is registered in Ladok:

- Personal information, i.e. name, address, and personal identification number
- Date of admission
- Doctoral program
- Qualifications, i.e. at which university/college you have completed your undergraduate degree or other graduate degree
- Any licentiate degree
- Degree of activity, i.e. how much of your time is devoted exclusively to doctoral studies (excluding any teaching or administrative work)
- Financing, such as a doctoral studentship (i.e. employment as a doctoral student at the university)
- Completed courses in the graduate program

Remember to ask the Research Officers (forskningshandläggare in Swedish) at your Faculty (Akademi in Swedish) to change the information in Ladok if you move, etc. In case of name changes and the change of personal identification number, you should send in a "personbevis" or population registration certificate for the change to appear in Ladok. Any mail will be sent to the address available in Ladok.

4.2 Activity and funding form

Twice a year (end of May and end of November), Form F4 will be sent to you by a researcher officer. In this you fill in how active you have been during the semester specified in % (institutional service is not included). If you're unsure of the percentage, you can send an email to the researcher officer where you enter the date you have been active: e.g. 170101-170203: 80%,

170204-170302: Parental leave, remaining time 100% active and then you will get help calculating the percentage.

In the form you also specify how you were financed eg PhD position, scholarship, by a company

The information from the form is used, for example, for the university's annual report and sent to Statistics Sweden (SCB).

Please note that providing this information is mandatory.

4.3 PingPong

At the university, PingPong learning management system is used. Once you have an account, you can log in to PingPong via the website, under *employee* and then under the *tools*. You use the same username and password that you use for your normal computer account.

In the "Activities" drop-down menu, "My Activities" you will find all activities that you have access to such as activities for courses and information for each researcher.

It is also possible to create project groups in PingPong where only invited people have access to uploaded material within the group.

In the upper, right hand corner you will find the symbol  that leads to manuals and more information.

5. Financing and employment

Admission for PhD studies financed by university employment is always preceded by a public announcement. Admission to a doctoral position with a so called *alternative financing* is however not necessarily preceded with a public announcement. With alternative financing we refer to external scholarships or a doctoral student who is employed by an organization/company other than the University of Borås.

5.1 Employment as a doctoral student

Employment as a doctoral student is a temporary position but with the benefits and responsibilities that come with being an employee, i.e. university staff member. Employment means, among other things compensation in the form of holiday, work injury insurance, parental leave, pension and unemployment insurance (if you have joined an A-kassa, or unemployment insurance fund, within the appropriate timeframe). You are also entitled to sick pay, reimbursement for medicines, and access to occupational health services.

Working hours are normally full time. Part-time employment, in addition to the rules applicable to leaves of absence, may be permitted for those who combine their studies with a job outside the university if it is advantageous for the studies. Before part-time employment is approved, you and your principal supervisor together must have agreed on a plan for how the studies will be conducted.

The doctoral student salary is decided by the university in accordance with negotiations with the unions. The doctoral agreement describes the salary levels used and how the salary increases when you reach 25%, 50% (licentiate level) and 75% of the requirements for a doctorate. To request a raise, the form "*Application for rise in salary*" together with an extract from Ladok showing recorded results, must be submitted to the HR department.

For more information regarding collective agreements and contractual terms please contact the HR department.

5.2 Industry doctoral student

An industry doctoral student is employed at a company, municipality or other public authority/organization but, at the same time, completes doctoral studies at the University of Borås at least on a half-time basis in the context of this employment. As such, you normally receive your entire salary from your employer. The research project is selected in consultation with your employer. For example, experimental work may sometimes be completely or partially carried out at the place of employment. You will, as an industry doctoral student, follow the general curriculum for your program and should therefore also study the subject courses. As an industry doctoral student, you have a supervisor at the University of Borås and an assistant supervisor at the company itself. If the funding lapses during the study period the University of Borås has no responsibility to ensure that you can alternative funding.

5.3 Scholarships

Before the admission of an applicant with scholarship funding, the university will ensure that this funding is at an acceptable level. Your funding is guaranteed to be at least equal to the amount given to employed doctoral students at the university after tax reductions. There should also be a gradual increase in the scholarship at the same rate as the salary ladder for employed doctoral students, which is regulated under local collective agreements. In the event that funding lapses during the study period for you as scholarship student for reasons that are beyond your control, the university has the responsibility to ensure that your studies during the remaining study time are guaranteed.

As a scholarship student there is a collective insurance signed between the University and Kammarkollegiet concerning sickness and parental insurance. The insurance will apply when your scholarship expires due to a long-term absence from the studies in case of illness or parental leave. The insurance does not entitle you to compensation if you are entitled to the corresponding compensation from any other insurance.

The insurance consists of three parts:

- Sickness benefit
- Parental leave
- Temporary parental leave

The application form for compensation can be found on Kammarkollegiet's website.

An application must be signed by both you as doctoral student as well as your head of department.

Please note that if you request compensation, you must report sickness, parental leave or withdrawal of temporary parental allowance to your department and, secondly, to Kammarkollegiet at forsakring@kammarkollegiet.se no later than the day after the first day of sick leave, parental leave or withdrawal of temporary parental leave.

You can read more on this under sections 17.6, 17.8 and 17.9 in this document.

5.4 PhD financed by UB but admitted at a partner university

If rights to grant doctoral education are lacking within the field of your research there are some possibilities to be admitted at another institution but still pursue part of your studies and have your employment here at the University of Borås. Issues related to the doctoral program are thus the responsibility of the accepting institution, while employment issues are the responsibility of the University of Borås.

6. Teaching or other administrative duties

As part of your time as a doctoral student you can to develop your pedagogic and communications skills, an important part of your personal development. The scope for students who have full-time employment is, at most, 20% of working hours and usually means that you participate in teaching in the University of Borås's undergraduate programs. If you have administrative duties included in your contract it means that your doctoral studies will be extended by one year and the total doctoral study time will therefore be five years.

As an aid in the context of teaching, you as a doctoral student must complete an introductory course in university teaching or, alternatively, have equivalent knowledge from past experiences. This type of course should preferably be taken before or as early as possible before the teaching begins at undergraduate and graduate levels. It is not certain that your teaching or administrative duties will be evenly distributed during your time as a doctoral student. Some periods may mean more teaching than others.

The scope and content of any administrative duties will be stated in your individual study plan. The duties will be designed to have relevance for your doctoral studies. To ensure that this is achieved, the administrative duties will be planned via joint discussions between you as a doctoral student and both the director of studies for your doctoral program and the director of studies for undergraduate education.

7. Supervision

You are entitled to supervision that will give you the help and support you need during your time as a doctoral student. You have a principal supervisor and at least one assistant supervisor. Supervisors and a possible examiner together form your own group of supervisors so that there will always be a supervisor who has the time and opportunity to address the issues you want to discuss.

Questions concerning the work environment and your contract are however not your supervisor's responsibility. These types of questions should be discussed with your head of department.

If you are a doctoral student in an area in which the University of Borås lacks its own research examination rights, and therefore is accepted for doctoral studies at another institution, you should have a supervisor from the University of Borås and a supervisor from the degree-issuing institution.

Doctoral students with employment other than at the University of Borås (i.e. industry) should always have an assistant supervisor with the employer.

7.1 Examiner

Within the programs in which an examiner has been appointed, this person has the overall responsibility for your education and should ensure that your education meets the quality requirements when it comes to the research tasks and other elements included in your education. The examiner will annually approve your individual study plan and be involved in following up on your studies. Before the presentation of the licentiate or doctoral theses, a review of the material will have occurred. The examiner most often plays a role in this review. However, note that the procedure for finalization differs among the various research programs.

The supervisor and examiner may not be the same person. The examiner will be attached to the University of Borås and hold at least the position of docent.

7.2 Supervisors

As soon as possible after your admission, the relevant board (or its committee) will appoint, upon a proposal from the director of studies, at least two supervisors: a principal supervisor and additional assistant supervisors. The supervisor will be experienced and have reached a level of docent competence as a teacher and researcher.

The principal supervisor is responsible for ensuring that you get started with your research work and that together you establish your individual study plan. Other responsibilities include ensuring that you received qualified supervision of supervisors so that it is possible for you to follow your individual study plan.

It is important to have a good relationship with the supervisor and that you continually meet to discuss your scientific work. This is particularly important at the beginning of your doctoral studies so that you can quickly get started with your research.

7.2.1 Changing supervisors

If problems arise with the supervision, a recommendation is that you as a first step discuss this with one or more of your supervisors or with your director of studies. If the supervision for some reason does not work, you always have the right to change supervisors. Requests for a change of supervisor are done in writing to the director of studies and the board concerned.

The decision to appoint a new supervisor must be taken by the appropriate board.

7.3 Director of studies

Within each area with doctoral degree rights there is a director of studies you can turn to with issues related to your specific program. Directors of studies are responsible for ensuring that your studies are followed up on at least once a year and will also participate in the follow-up meetings.

Below you will find the names of the study director responsible for each respective research area:

Library and information science

Gustaf Nelhans

The Human Perspective in Care

Gunilla Carlsson and Annelie Sundler

Resource recovery

Tomas Wahnström

Textile and fashion

Eva Gustafsson

8. Study planning and follow-up

The two most important documents for you as a doctoral student are the general study plan and your individual study plan. These two documents together regulate the education and should be seen as tools for you to reach the goals of the education. Both documents must be established by the University in accordance with chapter 6, §26-29 of the Higher Education Act in order to ensure the quality of your education.

8.1 The general study plan - ASP

For each subject in which doctoral education is conducted, there is a general study plan (Allmän studieplan ASP) that describes the content of the education, its aims and goals, admission requirements, structure, and otherwise regulate how the program is conducted. The boards are the bodies that decide on and establish the general study plan.

According to the university's guidelines for the general study plans for doctoral studies, the plans should contain this information:

- the main content of the program and, where appropriate, the literature that is compulsory in the subject,
- the educational program's main organization,
- the previous knowledge required and other conditions beyond the basic requirements apply for admission to the program (special permission),
- the regulations on selection that apply for admission to the program,
- the examinations included in the program,
- where appropriate, the opportunity to complete a part of the education with a licentiate degree.

8.2 The individual study plan (ISP)

The individual study plan (ISP) is an agreement between you as the student, all your supervisors, and your examiner (if applicable) on the content of your doctoral education. An important part of the beginning of your doctoral education is, along with your principal supervisor, drawing up an individual study plan. The individual plan should be drawn up within three months after your admission and should be reviewed at least once a year. The purpose of the study plan is to be a document that systematizes your education activities and follows your progression through the program. As an appendix to the ISP a target matrix is included in order for you to continuously reflect on your learning and progression. The progression in this context must be seen as more than just "doing things," and must be linked to learning outcomes in the general curriculum.

The study plan includes information about which courses you plan to take beyond those mandatory to your research topic and which courses from those available from the more general, common doctoral courses you choose to take. The plan also contains information about your research work and possibly other points in order to achieve the objectives of the doctoral degree (or licentiate degree).

The study plan must be signed by you and your supervisor and approved by the examiner (in the event you are in a program that has examiners). Then the study plan and its updates will be formalized by the relevant board for your program.

In research, and thus doctoral research programs, there is necessarily an element of unpredictability. It is important, when the unexpected occurs, that you, with your supervisors, discuss the possible need to adjust your individual study plan to the new situation. Any revisions should then be formalized by the relevant board.

If you as a doctoral student have an employer other than the University of Borås, there should also be an approval by the employer that the time for education is allocated within your employment as well as information about how education is funded

8.3 Approved leave from studies

Approved leave from doctoral studies requires that you fill in a form "*Application for break in studies*". Normally, such a request is granted if there are valid reasons. The most common causes for approved leave from studies are parental leave or long-term illness.

In cases where the leave exceeds an entire semester, the application shall be supplemented by an updated report of research activity and financing/support that presents the activity during the period.

8.4 Non-completion of studies

If you as a doctoral student have decided not to continue your studies, a document registering this must be completed. The form "*Notification of discontinuation of PhD studies*" means that the University of Borås is no longer responsible for your doctoral education. Those parts you have completed of your doctoral studies, documented in e.g. Ladok, may be of interest for you in the future, if you are accepted as a PhD student at another university.

9. Third-cycle courses

Doctoral studies, in addition to the research work, include course components that provide a general introduction to science and research, in-depth knowledge of the subject, and method knowledge and skills that are beneficial for the thesis or preparing for a continued research career.

The course components' ranges and differ among the different areas of doctoral education; this is clearly seen in the general study plan (ASP). The general study plan also show which courses or elements are required for a doctoral degree to be granted.

The different areas of research at the university provide many of the necessary courses included in the doctoral education coursework. In addition, university-wide courses are offered. The university-wide courses are aimed primarily at the university's own students. However, if there is room, external doctoral students can participate.

You, your supervisor, and director of studies should mutually decide and plan for the course work. The planned course work should be recorded in the individual study plan (ISP) for the upcoming year.

There may be times when a completed course needs to be adjusted in relation to the research area. It is your examiner, or a person appointed by the FUU, who decides the value of the course. This is done a specific form. You should always be notified of the decision.

You can find the courses on the university web site under:

<https://www.hb.se/en/Research/Doctoral-education/Course-catalog/>

9.1 Credit transfer from other universities

Courses from another university, from previous education or from an education provider outside the university may be subject to credit transfer. According to the Higher Education Ordinance, credit transfer may be possible: *"if the knowledge and skills that the student claims to have are of such kind and scope that they mainly correspond to the education for which they are meant to be creditable. A student may also be credited with the corresponding knowledge and skills that have been acquired in professional activity."* (HF 6 kap, 7 §).

9.2 Credit transfer from prior university studies

It may be possible to receive credit for courses from your undergraduate or previous graduate studies in the doctoral program. What credits that could be eligible for transfer should be discussed with your supervisor, examiner or director of studies.

9.3 Documentation

All courses must be reported in Ladok (course registration) by the department or entity that has given the course. A course examiner must be appointed to all courses by the Research education

committee (FUU) or Board. The course examiner is responsible for the examination, and that the results are being recorded in Ladok.

9.4 Completion of all courses

When your supervisor considers that all courses have been completed according to the general syllabus, a transcript from the Ladok register can verify the completion of all courses as well as the necessary mandatory courses according to the general syllabus. The research officer is responsible for this.

Your examiner checks the transcript and signs a form sheet stating that the courses necessary for an exam have been fulfilled. This form sheet is then recorded in the Ladok register. Once the completion of courses is registered no further courses can be added.

Only an accumulation of courses up to the precise amount of credits associated to the specific PhD requirements can be accredited. Approved course part is not an absolute requirement for disputation, but an exam/diploma cannot be issued before all courses are reported in to Ladok even if the disputation is approved. If the accumulated course points exceed the limit, points or courses must be eliminated/removed from the registered course sheet before the final registration. If this issue is neglected the exam officer will contact you or your director of studies and the exam paperwork is delayed.

9.5 Other educational elements

The definition of other educational elements should be apparent in the general study plan (ASP), or in exceptional cases in the Individual study plan (ISP). Other educational elements should grant credits in the same way as regular courses in order to be readily recorded and registered within the Ladok system. If not, it is the responsibility of the examiner and supervisor to evaluate whether you have fulfilled the requirements of the educational elements in the syllabus of the defined research area.

Examples of other educational elements can be e.g. participation in conferences, seminars or in-depth work in connection with teaching etc.

9.6 Course evaluation

According to the University's local regulation all courses should be continuously evaluated after its completion. You should be informed of the result through access to the course report after each course and before you begin each course.

10. Licentiate degree

The licentiate degree requires that you as a doctoral student have passed the requested amount of courses in the doctoral program and have had a research paper approved. The paper should have been presented and reviewed at a public seminar.

The licentiate degree requires a minimum of 120 ECTS credits. The number of course credits for a licentiate degree varies but the requirements are specified in the general study plan for each research area. The outcome of the seminar will be documented in a "Minutes of licentiate degree seminar" signed by the examiner, and adjusted by the supervisor.

10.1 Registration for licentiate seminar

Registration for a licentiate seminar must be made not later than two months in advance to the relevant Research Education Committee which determines the time, place and chairperson of the seminar.

10.2 Design and printing

Licentiate theses may either be a compilation of work consisting of papers with a written framework ("kappa", or introductory chapter of a compilation thesis), or formulated as a monograph. The "kappa" should include a popular scientific summary in Swedish (a maximum of one page). The work must also have a title page, equivalent to a thesis's "spikblad" (notification of submission of a doctoral thesis), which contains information on the title of the work, author, time and location of the seminar. There should also be an abstract in English. The work must have an ISBN number, which can be obtained from the university library, before printing takes place.

At least two weeks before the seminar, a popular scientific summary (a maximum of one page) must be sent to the Communications Department for press release.

10.3 General qualifications for a degree if Licentiate

(HF SFS1993:100)

Scope

A Degree of Licentiate is awarded

either after a third-cycle student has completed a study program of at least 120 credits in a subject in which third-cycle teaching is offered,

or after a third-cycle student has completed one part comprising at least 120 credits of a study programme intended to conclude with the award of a PhD, if a higher education institution decides that a Degree of Licentiate of this kind may be awarded at the institution.

Outcomes

Knowledge and understanding

For a Degree of Licentiate the third-cycle student shall demonstrate knowledge and understanding in the field of research including current specialist knowledge in a limited area of this field as well as specialized knowledge of research methodology in general and the methods of the specific field of research in particular.

Competence and skills

For a Degree of Licentiate the third-cycle student shall

- demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake a limited piece of research and other qualified tasks within predetermined time frames in order to contribute to the formation of knowledge as well as to evaluate this work
- demonstrate the ability in both national and international contexts to present and discuss research and research findings in speech and writing and in dialogue with the academic community and society in general, and
- demonstrate the skills required to participate autonomously in research and development work and to work autonomously in some other qualified capacity.

Judgement and approach

For a Degree of Licentiate the third-cycle student shall

- demonstrate the ability to make assessments of ethical aspects of his or her own research
- demonstrate insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used, and
- demonstrate the ability to identify the personal need for further knowledge and take responsibility for his or her ongoing learning.

Thesis

For a Degree of Licentiate the third-cycle student shall have been awarded a pass grade for a research thesis of at least 60 credits.

Miscellaneous

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in this qualification descriptor shall also apply for a Degree of Licentiate with a defined specialization.

10.4 Qualifications of Licentiate in fine, applied and performing arts

(HF SFS1993:100)

Scope

A Degree of Licentiate in the fine, applied and performing arts is awarded

either after a third-cycle student has completed a study program of at least 120 credits in a subject in which third-cycle teaching is offered,

or after a third-cycle student has completed one part comprising at least 120 credits of a study program intended to conclude with the award of a Degree of Doctor in the fine, applied and performing arts, if a higher education institution decides that a Degree of Licentiate in the fine, applied and performing arts of this kind may be awarded at the institution.

Outcomes

Knowledge and understanding

For a Degree of Licentiate in the fine, applied and performing arts the third-cycle student shall

- demonstrate knowledge and understanding in the field of research including current specialist knowledge in his or her artistic field as well as specialized knowledge of research methodology in general and the methods of the specific field of research in particular.

Competence and skills

For a Degree of Licentiate in the fine, applied and performing arts the third-cycle student shall

- demonstrate creative capacity in his or her artistic field
- demonstrate the ability to identify and formulate artistic issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake an artistic research project and other qualified artistic tasks within predetermined time frames in order to contribute to the formation of knowledge as well as to evaluate this work
- demonstrate the ability in both national and international contexts to present and discuss research and research findings in speech and writing and in dialogue with the academic community and society in general, and
- demonstrate the skills required to participate autonomously in research and development work and to work autonomously in some other qualified capacity.

Judgement and approach

For a Degree of Licentiate in the fine, applied and performing arts the third-cycle student shall

- demonstrate the ability to make assessments of ethical aspects of his or her own research
- demonstrate insight into the possibilities and limitations of art, its role in society and the responsibility of the individual for how it is used, and
- demonstrate the ability to identify the personal need for further knowledge and take responsibility for his or her artistic development.

Documented artistic research project

For a Degree of Licentiate in the fine, applied and performing arts the third-cycle student shall have been awarded a pass grade for an artistic research project of at least 60 credits.

Miscellaneous

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in this qualification descriptor shall also apply for a Degree of Licentiate in the fine, applied and performing arts with a defined specialization.

11. Public defense of the doctoral thesis

The doctoral thesis is either a uniform coherent scientific work called monograph or a summary of scientific articles called a compilation thesis. In total, the doctoral degree comprises of 240 credits.

The university's various research programs have very different characteristics and differ in research, valuation standards, and publishing traditions. For details you are referred to the subjects own regulations.

11.1 Preparations for the thesis defense

As the defense of thesis approaches, many questions normally arise. Here is the answer some of the more common questions.

11.1.1 Request to defend thesis

First, make sure that the planned date for defense of the thesis falls within the dates approved by the university.

- 20th of August – 22nd of December and 10th of January – Thursday before midsummer eve.
- Thesis defense may not take place on public holidays or days that are associated with vacation (ex 1st of May).

When the date for defense has been checked, a request is sent to the Research Education Committee (FUU). Once the request has been assessed and approved by the FUU, the decision is sent to you and the Principal supervisor by e-mail. The decision is concomitantly distributed to other parties concerned by the FUU secretary.

11.1.2 Printing of thesis

About three months before defending your thesis, you will have to start the preparations for printing the thesis. The Communications Office is responsible for ensuring that all theses within the areas in which the University of Borås is entitled to award doctoral degrees follow a set design when it comes to the cover. You will however have the possibility to suggest a picture for the cover. The Communications Office will produce the cover for you. There is also a predetermined printing house that the university uses.

There is a specific manual for what to consider in the printing process.

11.1.3 Notification of the doctoral thesis defense and E-notification

Before you nail your thesis to the log in the University library according to tradition, you should send a digital version of the thesis the Library for E-notification in DIVA. The digital copy of the thesis must be at the library at least 5 work days before you plan to go public with your thesis (i.e. the "nailing" event). The library need this time for preparing the thesis digitally. Three printed copies of the thesis must also be submitted to the library no less than 5 work days before the nailing ceremony.

The nailing time is 3 weeks. The periods June 16th – August 15th as well as December 23rd-January 6th may *not* be included in the nailing time.

For example, if the public defense takes place on the 24th of August, you need to nail your thesis no later than the 5th of June in order to follow the 3-week rule.

11.1.4 Press release

The Communication Office at the University of Borås sends out press releases to the mass media every month regarding the contents of approved theses. The press release often brings interest from newspapers and occasionally radio or TV. Hence, you should be prepared to answer any question that may arise.

11.2 Examination Board

The members of the Examination Board for doctoral theses at the University of Borås must at least have the formal merits/positions corresponding to associate professor or professor. The examination board is normally composed of three or five members. The majority of the board members must have another employer than the University of Borås.

The constituents of the doctoral thesis (i.e. publications in scientific journals) or, when relevant, a monograph manuscript, should be sent to the examining committee approximately three months (during the academic semester time) before the scheduled defense of the thesis. The Examination Board has three weeks to determine whether or not the scientific level meets national and international academic standards. By the end of the assessment period, the board has to decide if the scientific work is adequate for defense. If the standards are met, the Research Education Committee is notified and the date for the defense is determined.

11.2.1 Uncertainties regarding constituents of the thesis

When questions arise, inconsistencies appear, or matters of criticism occur from members of the Examination Board, the Chairperson of the Research Education Committee (FUU) should be addressed. The latter will initiate a discussion on the topic within the FUU.

Note! In the event that the Examination Board finds the scientific work in the thesis of poor academic standard and insufficient for public defense as a doctoral thesis, the defense must be postponed. A decision to postpone a defense must be written and include suggestions for improvement.

11.2.2 Distinctive efforts

Two doctoral students can write their doctoral theses based on the same scientific work, or almost the same material, in compilation theses. However, it must be possible to distinguish and define your individual efforts. The principal supervisor(s) must explicitly describe the specific contribution from each of the doctoral students in the scientific work.

11.2.3 Communication with the Examination Board

The principal supervisor should confirm participation by personally communicating with each member of the Examination Board to ascertain that the members have not misinterpreted the date and time for the defense of the thesis, and thus risk being absent from the event. (At **Textile Design**, this is done by the director of studies.). If a member of the committee fails to attend the event, the appointed substitute member from the University of Borås will fill the vacancy.

11.3 Discussant

The discussant should be contacted soon after the final review has been done (i.e. 3-6 months before defense of the thesis). The Principal supervisor also makes sure that the faculty examiner receives the thesis not less than 3 weeks before the defense of the doctoral thesis.

12. Doctoral degree

12.1 Applying for your doctoral degree

Application for your doctoral degree is made by submitting the form “*Application for doctoral degree or licentiate degree*”. The form can be downloaded or ordered from the Degree Certification Office. To be eligible for a degree certification according to the current Higher Education Ordinance you must meet a number of criteria, see 11.2 for the general degree and 11.3 for a degree in fine arts.

12.2 Qualifications general doctor degree

(HF SFS 1993:100)

Scope

A Degree of Doctor is awarded after the third-cycle student has completed a study program of 240 credits in a subject in which third-cycle teaching is offered.

Outcomes

Knowledge and understanding

For the Degree of Doctor the third-cycle student shall

- demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialized knowledge in a limited area of this field, and
- demonstrate familiarity with research methodology in general and the methods of the specific field of research in particular.

Competence and skills

For the Degree of Doctor the third-cycle student shall

- demonstrate the capacity for scholarly analysis and synthesis as well as to review and assess new and complex phenomena, issues and situations autonomously and critically
- demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake research and other qualified tasks within predetermined time frames and to review and evaluate such work
- demonstrate through a dissertation the ability to make a significant contribution to the formation of knowledge through his or her own research
- demonstrate the ability in both national and international contexts to present and discuss research and research findings authoritatively in speech and writing and in dialogue with the academic community and society in general
- demonstrate the ability to identify the need for further knowledge and
- demonstrate the capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity.

Judgement and approach

For the Degree of Doctor the third-cycle student shall

- demonstrate intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics, and
- demonstrate specialized insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used.

Research thesis (doctoral thesis)

For the Degree of Doctor the third-cycle student shall have been awarded a pass grade for a research thesis (doctoral thesis) of at least 120 credits.

Miscellaneous

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in this qualification descriptor shall also apply for a Degree of Doctor with a defined specialisation.

12.3 Qualifications degree of Doctor in the fine, applied and performing arts

(HF SFS 1993:100)

Scope

A Degree of Doctor in the fine, applied and performing arts is awarded after a third-cycle student has completed a study program of 240 credits in a subject in which third-cycle teaching is offered.

Outcomes

Knowledge and understanding

For a Degree of Doctor in the fine, applied and performing arts the third-cycle student shall

- demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialized knowledge in his or her artistic field, and
- demonstrate familiarity with artistic research methodology in general and the methods of the specific field of research in particular.

Competence and skills

For a Degree of Doctor in the fine, applied and performing arts the third-cycle student shall

- demonstrate creative capacity in his or her artistic field
- demonstrate the capacity for artistic analysis and synthesis as well to review and assess new and complex phenomena, issues and situations autonomously and critically
- demonstrate the ability to identify and formulate artistic issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake research and other qualified artistic tasks within predetermined time frames and to review and evaluate such work
- demonstrate through a documented artistic research project the ability to make a significant contribution to the formation of knowledge through his or her own research
- demonstrate the ability in both national and international contexts to present and discuss research and research findings authoritatively in speech and writing and in dialogue with the academic community and society in general
- demonstrate the ability to identify the need for further knowledge, and
- demonstrate the capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity.

Judgement and approach

For a Degree of Doctor in the fine, applied and performing arts the third-cycle student shall

- demonstrate intellectual autonomy, artistic integrity and disciplinary rectitude as well as the ability to make assessments of research ethics, and
- demonstrate specialized insight into the possibilities and limitations of art, its role in society and the responsibility of the individual for how it is used.

Documented artistic research project (doctoral thesis)

For a Degree of Doctor in the fine, applied and performing arts the third-cycle student shall have been awarded a pass grade for a documented artistic research project (doctoral thesis) of at least 120 credits.

Miscellaneous

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in this qualification descriptor shall also apply for a Degree of Doctor in the fine, applied and performing arts with a defined specialization.

12.4 Degree certificate (diploma)

The degree certificate is a document that shows that you have met the requirements for a certain degree. The degree certificate from the University of Borås is bilingual (Swedish/English). The degree certificate will be issued as soon as possible after the completion of the application for the doctoral/licentiate degree.

The degree certificate contains an attachment, the Diploma Supplement, which describes the obtained degree as well as its place within the Swedish education system.

It is important to note is that a degree certificate is issued only once in the original. It is possible to obtain a copy of the archive copy from the university's archives. The examinations department saves these for two years and older copies can be obtained from the university's archives.

12.5 Appeals

If you are dissatisfied with the decision taken by the University of Borås, you have the right to appeal to The Higher Education Board of Appeals.

13. Conferment ceremony of doctoral degrees

The conferment ceremony at the University of Borås takes place annually in May. The purpose of the formal but festive ceremony is to pay homage to the individuals who have received a doctoral degree after years of hard work.

Registration

All newly-minted doctoral degree recipients who receive their degree during the relevant time period will be contacted and invited to participate in the ceremony. The relevant time period is most often ranges from the 1st March to the 28th of February. Please check the web page for the current years' time frames.

Guests

You may invite at most four guests to the ceremony. When you have registered your attendance, the university's Master of Ceremonies will contact you about your guests. The dress code for your guests is semi-formal.

Dress code

For those receiving the degree, the dress code is formal. You can also wear a folk costume or a military dress uniform.

Men: Tailcoat with a white vest and white bowtie, black socks and black shoes.

Women: Floor-length gown or trouser suit or a floor-length skirt with separate top. Any colour.

You bear your own costs for this.

Reception

After the ceremony, you and your guests are invited to a reception close to the ceremony location.

14. After your PhD-studies

Doctoral studies are temporary and expire when the four years of active study time have elapsed. Although those who have received a doctorate enjoy favorable conditions to advance in the labor market, it is important to think about what to do after your doctoral studies and explore the options available. Be familiar with the conditions governing financing and accommodation. If you live in a student flat, you are normally no longer entitled to stay there when the educational program is completed.

14.1 Continued academic career

If you are interested in a continued academic career, it is a good idea if, during the last year, you foster contacts with potential future research environments and look into the possibilities of doing a post-doc. Your supervisor and the other senior researchers often have good contacts; it is a good idea to consult with your supervisor about future career opportunities early on. Financing for post-doc appointments can be sought from many sources and it is important to probe these sources in advance to put together well-developed applications. Unfortunately, competition is often fierce for post-doc funding.

For consultation on project applications and financing, you can contact Grants and Innovation Office.

14.2 Safety nets – A-kassa

Doctoral students with employed positions are eligible for unemployment benefits (unemployment insurance, or A-kassa) but the requirements are that you have been a member of the unemployment fund for at least six months prior to termination of employment. It is therefore strongly recommended that you, as doctoral student, remember this and join in advance. This is however, only valid for doctoral students who have an employment, not scholarships.

15. Copyright and ethical issues

In the role of doctoral student as well as within the research environment in general, you will encounter several issues related to copyright and ethical issues. Research ethical issues span a wide range, from formal permission in connection to trials involving animals or humans, to issues of fraud and misconduct.

15.1 Research misconduct

Science and the researcher's authority enjoy great confidence in society. Scientific misconduct is, therefore, a very serious matter. Misconduct means, among other things, falsification or fabrication of data, plagiarism, and misrepresentation of people's contributions in research. The university has established guidelines for the management of suspected misconduct.

15.2 Cheating in doctoral education

The Higher Education Ordinance (Chapter 10) says that disciplinary action may be taken against students who "attempt to deceive during examinations or when academic work is otherwise assessed." Such cheating can lead to a warning or temporary suspension from studies. Those responsible for doctoral education programs are obliged to report suspicions of fraud to the Vice-Chancellor, who will then investigate the matter for consideration in the university's disciplinary committee.

15.3 Copyright

Both the material you produce and the materials you use in teaching or in research are protected by copyright. This must be considered in your role as a doctoral student and you are therefore encouraged to read the information published under the university's web pages concerning these issues.

16 Support and influence

16.1 Student influence

Student influence at the university is an important opportunity for you as a doctoral student and you can influence your education and your studies. The right to be represented in the bodies that directly or indirectly affect doctoral education is statutory.

Doctoral student representatives are invited to be part of the following groups:

- Research and Education Board
- Artistic Research and Education Board
- Research Education Committee
- The Research Council

16.2 Student Union

One of the Student Union's most important tasks is to work with how education at the university works. They also work for you as a student to have the opportunity to have close contact with the outside world during your studies.

Well-being and a good social environment is another important task of the Student Union in order to foster as good a time as a student as possible. In addition, they arrange discounts for members. Presently, the doctoral student section of the Student Union is dormant, but we hope that interest to start it up again comes soon.

Being a member of the Student Union is voluntary.

Read more on the Student Union's website.

16.3 Student Health Care

Studying is often demanding and feeling good physically and mentally is a good basis to coping with the studies. If you are an employee, you as a doctoral student at the University of Borås have access to support through our occupational health services.

If you have a scholarship, you instead can contact Student Health Care for help with preventive health care and individual contact. They offer support in various forms, for example, through counselling, certain kinds of treatment, or that attending one of their group activities. Student Health Care is a complement to primary health care and other municipal offerings. Student Health Care has counsellors and nurses.

16.4 Equality and equal treatment

The University of Borås works continuously to increase diversity, equality and accessibility. One of the university's long-term goals is to value and utilize the skills, knowledge, and experience held by individuals in the organization.

17 Other practical issues

17.1 Swedish course for international doctoral students

If your supervisor considers it appropriate that you should undergo a Swedish course in order to enhance and ease your doctoral studies, he or she send an application to the admissions office in order for registration to take place. You as a doctoral student are then admitted outside the usual admission numbers.

17.2 Career guidance

Your supervisors play a vital role when it comes to guidance and your future career after you have finished your PhD.

Also the career counsellors working at the Student Centre can give you guidance and suggestions, for example when it comes to constructing a CV and preparing for work interviews.

When it comes to question regarding financing and post-doc scholarship you are advised to contact the Grants and Innovation Office (GIO) at the University.

17.3 Healthcare allowance (friskvårdsbidrag) & gym

Employees at the university have the opportunity to receive a healthcare allowance.

The annual contribution is SEK 2,000 for t employees with an employment more than 6 months.

The university has its own gym and sauna in Balder on the 8th floor, which all university employees can make use of completely free.

If you are an industry doctoral student, check with your external employer what terms and conditions they have in regards to this benefit.

For scholarship doctoral students there is no healthcare allowance nor are you allowed to use the gym due to insurance issues.

17.4 Terminal glasses

As a university employed doctoral student working in front of a screen for more than one hour per working day, it is possible to undergo a visual examination. The university provides employees with special spectacles tested for display work, if a visual examination shows that glasses are needed and that glasses for normal use is not needed or used.

A special requisition of terminal glasses should be used where, among other things, the eye distance is measured. Send an email to HR to apply for a requisition.

The university has an agreement Specsavers. Time is booked by the person who will undergo the examination. Remember to bring the requisition.

Terminal glasses should be adapted to the need you have at work and also be stored in the workplace.

17.5 Pensions

The University of Borås is connected to the National Government Employee Pensions Board (in Swedish: Statens Tjänstepensionsverk, SPV) and its service for pension administration.

For you as an employee, this means that if you have any questions, SPV's pension experts can answer your questions about state service pension

If you are an industry doctoral student you are referred to your employer for questions concerning your pension.

Scholarships are not eligible for pension.

17.6 Insurance

For university employed PhD students

Group life insurance

As a state employee you are life insured through state group life insurance. Your life insurance applies the day you arrive at the workplace and as long as you are employed. The insurance also applies during holiday and illness.

In addition to life insurance, financial aid for funeral is included.

It is a good idea to tell your relatives that you are insured through state group life insurance.

Compensation for personal injury

As a state employee, irrespective of age or work time, you are insured for occupational injury through the Act on Occupational Injury Insurance and the Compensation for Personal Injury (PSA). Occupational injury means accidents at work, accidents to and from work and diseases directly related to work.

What compensation does the insurance provide?

Additional costs for work injury that are not reimbursed elsewhere may be paid for, ex: medical care, dental care, rehabilitation, medication, noises and men, special aids, future additional costs and special inconveniences. The deductible excess is 100 kr.

When it is assumed that an employee has suffered occupational injury, it is the employer's obligation to report the damage and to inform about compensation for personal injury.

Notification of occupational injury is done via HR to Försäkringskassan.

For PhD students with scholarship

Sickness and parental insurance for PhD students with scholarships

The insurance applies so that the PhD student's fellowship lapses due to absence from studies in case of illness or parental leave. This insurance is however only valid if you are not entitled to corresponding remuneration under any other insurance. The insurance consists of three items; sickness benefit, parental allowance and temporary parental allowance.

Group and Individual Insurance (GIF)

The university has signed a collective insurance covering postdocs and doctoral students with scholarship funding, guest lecturers, guest doctoral students, fellows, opponents and visiting researchers, including accompanying spouses, spouses, cohabitants and children. All are outside the Schengen area and do not need to receive compensation from the university.

For industry PhD student

Control what insurances your employer has.

17.7 Vacation

For university employed PhD students

Scheduled vacation is laid out in Primula between last week of June and first week of August

Number of vacation days

The number of holiday days is determined by the employee's age

Up until 29 years - 28 days

Beginning from 30 years - 31 days

Beginning from 40 years - 35 days

Saved vacation

Any worker entitled to more than 20 paid holiday days for a particular calendar year may save one or more of the overdue days to a later calendar year. However, no worker may have more days saved than 30.

For scholarship PhD students

You are not entitled to payed vacation from the University

For industry PhD students

Check with your employer

17.8 Sick leave

For university employed PhD students

If you become sick you are to notify your workplace by sending an e-mail to hr@hb.se as soon as possible.

Longer sick leave is reported by the personnel at HR-lön, who will also register you with the Swedish Social Insurance Agency (FK) and submit the first doctor's certificate to the agency. If the sick leave is extended, a copy of the doctor's certificate stating so is to be submitted to the personnel at HR-lön. The employee is responsible for submitting the original doctor's certificate to the FK (also, the health care facility in question may send the certificate directly to the FK).

Sick pay period

The first 14 days of your sick leave is called sick pay period and you will then receive sick pay from your employer. Starting day 15 of your sick leave, you will receive sickness benefit from the Swedish Social Insurance Agency (FK).

Sick pay deduction is calculated as shown below:

Day 1 = waiting day 100% deduction

Day 2-14 20% deduction

Waiting day (karensdag)

Today, a regulation on a so called waiting day is in place on every workplace in Sweden. This means that no sick pay is received for the first day of any sick leave period.

There is a recurrence rule. If you become sick again within five days of returning to work from a sick leave period, the new sick leave period is treated as a continuation of the previous one. Sick pay/sickness benefit will then be calculated as if you were sick for a consecutive suite of days.

There is also a general high risk protection that reduces the number of waiting days to 10 for a twelve-month period from the first waiting day.

Workday deduction

During the sick leave period the sick pay deduction is based on workdays. The deduction is calculated on workdays per year (not calendar days). For someone working full-time, five days a week, workdays per year amount to 260 ($5 \times 52 = 260$). The workday deduction is calculated by multiplying monthly salary by twelve and then dividing by the number of workdays per year.

For scholarship PhD students

If you become ill or will be going on parental leave or temporary parental leave, and are covered by this insurance for doctoral students, you can make a claim by filling out the application form. The form must be signed by you and your institution and then sent by regular mail to Kammarkollegiet. Based on your application, Kammarkollegiet will make a decision regarding the amount of compensation you will receive.

You can report your illness, parental leave or temporary parental leave to the following email address: forsakring@kammarkollegiet.se

Please submit your application via regular post **at the latest** the day after your first day of sick leave, parental leave, or withdrawal of temporary parental benefit. Include the following information: university, name, Swedish identity number (personnummer) or date of birth, the reason for your absence and the date of your first day of absence.

For industry PhD students

Check with your employer.

17.9 Parental leave

For university employed PhD students

If you plan to take parental leave with parental benefit from the Swedish Social Insurance Agency (FK), your application to do so is to be submitted to your supervisor two months prior to the first day of the parental leave.

The University has a local agreement, Villkorsavtalet, regarding parental pay. The parental pay is 10 percent of the pay for a single workday for any amount up to the price base amount and 90 percent of the pay for a single workday for any amount above the price base amount. Parental pay is paid for a maximum of 360 days for each childbirth. You must have been employed for at least 90 days consecutively prior to the first day of the parental leave to receive parental pay. If you draw three quarters, half or one quarter parental leave, you will receive parental pay in that same proportion.

If you stay home to look after a sick child (temporary parental benefit) you are to notify your workplace by sending an e-mail to hr@hb.se as soon as possible. You register with the FK yourself. Register in Primula upon returning to work.

For scholarship PhD students

If you become ill or will be going on parental leave or temporary parental leave, and are covered by this insurance for doctoral students, you can make a claim by filling out the application form. The form must be signed by you and your institution and then sent by regular mail to Kammarkollegiet. Based on your application, we will make a decision regarding the amount of compensation you will receive. You can find the application form and the complete terms and conditions below.

You can even report your illness, parental leave or temporary parental leave to us at the following email address: forsakring@kammarkollegiet.se

Please submit your application via regular post **at the latest** the day after your first day of sick leave, parental leave, or withdrawal of temporary parental benefit. Include the following information: university, name, Swedish identity number (personnummer) or date of birth, the reason for your absence and the date of your first day of absence.

For industry PhD students

Check with your employer.

17.10 Allowance (traktamente)

As a university employed PhD student you are entitled to allowance. Allowance is a remuneration paid by employers to their employees on business trips. The allowance will cover the increased living costs during trip like for example increased expenses for meals and other various small expenses.

In some cases you might have an agreement with your superior that allowance will not be paid.

For industry PhD student please check the terms and conditions of allowance with your employer.

For scholarship PhD student no allowance will be provided.

Your rights depending on how your PhD-studies are financed.

Type of financing	Salary	Parental leave	Sickness	A-kassa	Vacation	Pension	Other
Employment	<p>The salary is regulated by the doctoral wage ladder and has 5 different steps. The salary increases when you reach 25%, 50% (licentiate level) and 75% of the requirements for a doctorate. To request a raise, the form "Application for rise in salary" together with an extract from Ladok showing recorded results, must be submitted to the HR department.</p> <p>Current wage levels: 25 500 sek (start) 26 500 sek (25%) 28 500 sek (50%) 29 600 sek (75%) 31 000 sek (100%)</p>	<p>Yes. Doctoral employment counts as a regular employment and you are entitled to parental leave.</p> <p>The University also gives you a parent wage during your child's first 18 months. This gives you 10% of your wage.</p>	<p>Yes. As an employed at the University you have a right to sick leave and pay.</p> <p>If you are sick you can contact occupational health care (företagshälsovård) – Previa.</p> <p>You are ensured by a group life insurance</p>	<p>Yes. However, you need to join an arbetslöshetskassa /unemployment fund</p>	<p>You are entitled to vacation pay.</p> <p>Number of days: To 29 years – 28 days From 30 years – 31 days From 40 years – 35 days</p> <p>If not otherwise agreed by your superior the vacation period is placed from the Monday after Midsummer.</p>	<p>Yes. As a regular employment.</p>	<p>Normally 20% teaching (insitutionstjänstgöring) – the programme is prolonged from 4 to 5 years.</p> <p>You are entitled to all employment benefits such as:</p> <ul style="list-style-type: none"> - Day allowance (traktamente) - Fitness programme (friskvårdsbidrag), a 1000 sek/year - You can use the staff gym on the 8th floor.
Scholarship	<p>Scholarships are not taxed and therefore gives no social benefits.</p> <p>The scholarship should at a minimum be equivalent to the wage payed to an employed PhD-student after tax.¹</p> <p>If the funding lapse during the duration of the studies, and the reason is out of control of the PhD student the University has an obligation to finance the remaining time of the studies.</p>	<p>No.</p> <p>The University has signed a special doctoral student insurance with Kammarkollegiet that covers parental leave.²</p>	<p>Scholarships are not qualifying for sick pay.</p> <p>If you have not previously had an income through employment in Sweden, you do not qualify for the health insurance.</p> <p>The University has signed a special doctoral student insurance with Kammarkollegiet.³</p> <p>If you are sick you can contact the Student health.</p>	<p>No.</p> <p>If you have studied full-time the studies however corresponds to a so called "skippable period" and you keep your collected A-kassa (unemployment insurance).</p>	<p>Scholarships are not an employment, thus there do not exist any formal, regulated vacation entitlement.</p> <p>Vacation should instead be regulated in the individual study plan.</p>	<p>No, not pensionable unless you pay taxes.</p>	<p>If not regulated by contract you do not have to teach. The PhD-programme is 4 years.</p> <p>No employment benefits are entitled.</p>

¹ Scholarships financed by Marie Curie Fellowship or Erasmus is excluded.

² sickness and parental leave should always be notified directly to Kammarkollegiet via mail to forsakring@kammarkollegiet.se, no later than the day after the first day of absence.

³ sickness and parental leave should always be notified directly to Kammarkollegiet via mail to forsakring@kammarkollegiet.se, no later than the day after the first day of absence.

Other rights that is valid for everyone, regardless of type of financing:

- You have the right to change supervisor. If so the research- and education boards assigns a new supervisor to you.
- An individual study plan should be established within three months of your commencement of studies. Once established it should be updated at least once a year.
- If you are engaged in university common activity such as being a member of a board or a committee your study period should be prolonged. Between 10-15 days a year depending on the assignment.