

RULES AND REGULATIONS FOR THIRD- CYCLE STUDIES AT THE UNIVERSITY OF GOTHENBURG - DOKTORANDREGLERNA

Published	http://medarbetarportalen.gu.se/styrdokument
Decision-maker	Vice Chancellor
Responsible Body	Unit of Educational Affairs
Date of decision	14 June, 2018
Period of validity	Until further notice
Summary	This document is applicable on all third-cycle studies at the university and replaces <i>Rules and regulations for third-cycle studies – Doktorandreglerna (V 2017/3)</i> .

INTRODUCTION

This is a translated version of the Swedish original. In case of differences between the Swedish version and the English translation, the Swedish original shall prevail.

These rules and regulations apply to all third-cycle studies at the University of Gothenburg and are designed to safeguard that the University provides its students with high-quality education, full legal security and a good psychosocial work environment. Faculty-specific rules may be added to these central provisions.

These rules are based on the Higher Education Act (HEA 1992:1434) and the Higher Education Ordinance (HEO 1993:100); they constitute an interpretation and application of the general regulations. The rules are also based on the University of Gothenburg's admission regulations for third-cycle studies, rules of procedure and delegation of authority policy. To make it easier to understand the basis of the different rules, each heading is followed by a reference in parentheses to relevant chapters and sections of the higher Education Act and the Higher Education Ordinance. When it comes to disciplinary measures, expulsion of a doctoral student and withdrawal of supervisors and other resources, the text merely refers to relevant chapters and sections of the Higher education Ordinance and the Swedish Ordinance of Expulsion of Students from Higher Education (2007:989). A heading without a reference indicates that the rules are local.

In this document, a 'doctoral student' refers to a person who has been admitted to and is pursuing third-cycle studies regardless which degree (licentiate degree or doctoral degree) is the final goal.

1. Responsibility for third-cycle studies (HEO 2:2-3, 6:30-31 and 6:36)

- 1.1 The University Board and the Vice-Chancellor have the overall responsibility for the University's third-cycle education. The University Board decides on the admission regulations and the Vice-Chancellor on withdrawal of resources in cases when third-cycle students substantially neglect their obligations according to the individual study plan.
- 1.2 In dealing with third-cycle issues, the Vice-Chancellor is supported by the central Board of Education, which comprises the Committee for Third-Cycle Education. The Committee consists of representatives from all Faculties and is headed by a Chair appointed by the Vice-Chancellor. The purpose of the Committee is to develop and promote University-wide principles for third-cycle studies and contribute to exchange of experience across Faculty boundaries and overall quality assurance.
- 1.3 The Vice-Chancellor has delegated to the Faculty Boards the authority to decide on the principles of the respective Faculties' third-cycle education within the framework of the University's normative decisions. The Faculty Boards are in charge of strategic planning, overall management and quality assurance of the respective Faculties' third-cycle education. They also have the overall responsibility of providing information about their respective third-cycle programmes and ensuring compliance with applicable general, University-wide and Faculty-specific rules and regulations. The information must be made available in both Swedish and English.
- 1.4 The Vice-Chancellor has delegated all admission decisions and management duties with respect to third-cycle studies to the respective Heads of Department. The Heads of Department are also to

ensure that individual study plans are established and revised at least once a year, and that information about the third-cycle programmes within the domain of the Department is made available in both Swedish and English.

2. Establishment of subjects in third-cycle education and general study syllabi (HEO 6:25-27)

- 2.1 The Faculty Boards are responsible for the establishment and phasing out of subject areas at the third-cycle level within their respective areas of responsibility following consultation with the Committee for Third-Cycle Education.
- 2.2 Consultation will be held in accordance with the administrative procedures decided by the Vice-Chancellor.¹
- 2.3 For each subject in which third-cycle education is offered a general study syllabus is required. The Faculty Boards are in charge of drawing up and deciding on revisions of their respective general study syllabi. All general study syllabi must be made available in both Swedish and English.
- 2.4 A general study syllabus shall indicate the following:
 - the name of the subject and date in which the general study syllabus was confirmed,
 - title of qualification (name of the degree that the studies will lead to),
 - the content and disposition of the studies,
 - learning targets according to the Qualifications Ordinance with specifications for the subject,
 - extent of the thesis required, stated in number of credits,
 - extent of compulsory and elective courses, stated in number of credits, as well as other credit-yielding activities that are part of the programme,
 - entry requirements,
 - selection criteria used in the allocation of places to assess applicants' ability to benefit from the studies, and
 - any transitional provisions in relation to older general study plan and a description of students' possibilities to change from an older to a current general study plan.

3. Calls for applications for third-cycle studies (HEO 7:37-38 and 7:41)

- 3.1 Calls for applications for third-cycle studies are to facilitate competition among applicants. Calls are to be made in ways and via channels that are conducive to the University's aim of increasing its rate of international recruitments. Consequently, calls must be published in both Swedish and English. The time periods between an announcement of a call for applications and the application deadline must be at least three weeks.

¹ Administrative procedures for consultation prior to decisions on establishing and phasing out third-cycle subjects, dnr V 20106/343.

- 3.2 Calls for applications for third-cycle studies are to include information about:
- the subject area in question,
 - financing of the announced position(s),
 - the assessment criteria used to assess applicants' ability to benefit from the studies, and
 - the degree that the announced position(s) will lead to upon completion of the studies.
- 3.3 A call for applications for third-cycle studies may not include any entry requirements that are not stated in the Higher Education Act, the Higher Education Ordinance and the applicable general study syllabus.²
- 3.4 The rules concerning calls for applications for third-cycle studies may be disregarded in the following cases:
- admission of a doctoral student finances within a framework where the University of Gothenburg does not serve as employer (external positions, so-called *samverkansdoktorand*),
 - admission of a doctoral student financed via stipends according to Section 5 below, and
 - when a doctoral student changes higher education institution or subject area.

4. Eligibility and admission to third-cycle studies (HEO 7:34-35 and 7:39-41)

- 4.1 To be eligible for third-cycle studies, the applicant must meet both the general and (if applicable) specific entry requirements as laid down in the Admissions Regulations and the general study syllabus for the subject area in question.
- 4.2 Selection to third-cycle studies shall be based on the general and specific entry requirements laid down in the general study syllabus and on assessments of the applicants' overall ability to benefit from the studies.
- 4.3 Only doctoral students who can be offered supervision and acceptable conditions of study in accordance with Section 4.4 together with student finance in accordance with Section 5 of the present rules may be admitted to third-cycle studies.

² For calls for applications within a so called H2020 MSCA-ITN-project, shall it be stated that the doctoral studentship is a studentship within a Marie Skłodowska Curie project, for more information see the administrative guidelines for Marie Skłodowska Actions, handled by the Grants and Innovation Office.

- 4.4 The Head of Department is responsible for ensuring that the doctoral student is provided with a work area and has a personal computer at their disposal from the start of their studies, and also that they have access to the other equipment necessary for their studies.
The Head of Department is also responsible that the doctoral student is provided with a proper introduction and get access to relevant information about both matters relating to the third-cycle student's employment and rules and procedures relating to third-cycle studies.
- 4.5 Doctoral student who are admitted to third-cycle studies, including employment as a doctoral student, should attend the mandatory introduction day for third-cycle students (Induction Day for Doctoral Students). This day is also open to doctoral students who are not employed as a doctoral student. The doctoral student is personally responsible for registering to the introduction.
- 4.6 An applicant may be admitted to third-cycle studies that lead to either a licentiate degree or a doctoral degree.
- 4.7 Doctoral students admitted to a doctoral programme that lead to a doctoral degree, have the right to conclude their studies with a licentiate degree.
- 4.8 In cases when a student is admitted to licentiate studies, the Head of Department is responsible to inform the student, in writing, that in order for pursuing a doctoral degree, a new admission procedure will be required. This written information is to be enclosed with the student's individual study plan. A person with a licentiate degree applies to doctoral studies may not be favoured in relation to other applicants due only to the fact that they may be able to apply the licentiate studies towards a doctoral degree.
- 4.9 Notification of admission is to be in writing and must include:
- the student's name and personal identity number,
 - an account of the general and specific entry requirements taken into consideration,
 - a funding plan for the entire period of study, and
 - information concerning the type of degree the student has chosen to pursue.
- 4.10 Third-cycle admission decisions are made by the Head of Department. Decisions must be documented promptly in Ladok and all applicants notified within three weeks. In the event that an admission decision is a separate document, it should be attached to the individual study plan. Admission decisions cannot be appealed.
- 4.11 When changing a third-cycle subject, the doctoral student must apply in writing for a termination of the studies in the previous third-cycle subject.³
- 4.12 A doctoral student cannot be admitted to third-cycle studies in more than one third-cycle subject area.

³ A change of subject is processed in accordance with the procedure laid down in the [Administrative Handbook for Doctoral Education](#).

- 4.13 Only individuals admitted to third-cycle studies may pursue such studies.
- 4.14 A doctoral student may submit a written notification for termination of their studies. In the event of such termination, the doctoral student is no longer admitted to third-cycle studies for the third-cycle subject in question. Notice terminating third-cycle studies can only be given personally by the student.

5. Funding of third-cycle studies (HEO 5:1-7, HF 7:36 and 1:11c)

- 5.1 Each department is responsible for funding their doctoral students throughout their period of study with the exception of the final paragraph of Section 5.5 and Section 5.6.
- 5.2 As a general rule, third-cycle studies are to be funded primarily through doctoral studentships (employment as a third-cycle student) or within a framework where the University of Gothenburg does not serve as employer (external position).
The University of Gothenburg's 'pay ladders for doctoral students'⁴ are applied if the doctoral student is employed at the University of Gothenburg.⁵
- 5.3 A doctoral studentship shall be a full-time post. If a doctoral student so requests, the Head of Department may approve a part-time post, but for no less than 50 per cent of a full-time post.
- 5.4 The Head of Department may grant leave of absence up to a maximum of 50 % of full time. The doctoral student may however be given the right to a higher proportion according to law, special agreement or because of work carried out for a student union.
- 5.5 Applicants admitted to third-cycle studies can be funded within a framework where the University of Gothenburg does not serve as employer (an external position, so-called *samverkansdoktorand*).⁶
- For funding within the framework of an external position to be approved, the employer must allow for the student to devote at least 50 % of a full-time position to their third-cycle studies, so that they will be able to finish a licentiate degree/licentiate degree in the fine, applied and performing arts within four years or PhD/doctorate in the fine, applied and performing arts within eight years.
 - Salaries within the framework for an external position shall amount to at least the same level as specified in the University of Gothenburg's 'pay ladders for doctoral students'.⁷
 - Funding within the framework of an external position is to be regulated through a contract between the external employer and the student's home Department. The student is to be given an

⁴ Lokalt avtal om lönesättningsprinciper mm för doktorander, dnr P 2016/121 (only available in Swedish)

⁵ This also applies to EU third-cycle students (funded via MSCA). EU third-cycle students are handled differently through the contract of employment being linked to a supplementary agreement; see handling procedure from Grants and Innovation Office.

⁶ Includes the Ladok categories *företagsdoktorand*, *anställning utanför högskolan* and *anställning som läkare*.

⁷ Lokalt avtal om lönesättningsprinciper mm för doktorander, dnr P 2016/121 (only available in Swedish)

opportunity to review the contract before it is signed by the parties involved.

- Contracts between the external employer and a Department are to be formulated according to the University of Gothenburg's contract template for funding of third-cycle studies within the framework of an external position.
- Before a Department may enter an agreement regarding funding within the framework of an external position, it must consult the Dean concerning the content of the agreement.
- The contract regarding funding within the framework of an external position is to be enclosed with the individual study plan.
- If the external employer fails to comply with a contract regarding funding within the framework of an external position and this circumstance could not reasonably have been foreseen by the student's home Department, the Department is not responsible to take over the funding responsibility in question. However, if such a situation arises, the Department must work actively to find an alternative source of funding in order for the student to complete their studies according to the individual study plan.

5.6 Exceptions from the rules regarding funding through employment – via a doctoral studentship or an external position – can be made in some cases and based on the following grounds:

- If the admission concerns a doctoral student funded via scholarships provided within the framework of national or intergovernmental development assistance and capacity building programmes where such scholarships comprise an established form of funding with reasonable terms and the student's home Department has good insight into these terms and how the scholarship is handled and disbursed.
- If the admission concerns a third-cycle student funded via scholarships provided within the framework of an EU-funded programme or other collaborations, where such scholarships with reasonable terms comprise an established form of funding among the other parties involved and where funding through employment would interfere with the participation of the student's home Department. The Department in question must have good insight into how the scholarship is handled and disbursed.

- If the admission concerns a doctoral student whose entire period of study can be funded via pension. Funding via pension is to be documented in the individual study plan. When a student is admitted to studies that will be funded via pension, a specification must be made regarding supervision and study-related costs.
- 5.7 A decision to admit an applicant to third-cycle studies funded via scholarships according to the exceptions described in Section 5.6 (paragraphs 1 and 2) must be preceded by documented discussions between the funder and the admitting Department regarding the possibility of funding the studies via employment. The Department is responsible for informing the funder about the disadvantages of scholarship funding to the third-cycle student. The documentation shall be attached to the individual study plan.
- 5.8 Based on the documentation and following consultation with the Dean, the Head of Department may decide to admit an applicant with scholarship funding if the conditions below have been met via a contract between the Department and the funder. The student is to be given an opportunity to review the contract before it is signed by the parties involved. The contract shall be enclosed with the individual study plan.
- The scholarship is comparable in value to the salary paid for a doctoral studentship. It should be possible to gradually increase the scholarship funding to mimic the respective Faculty's salary structure for doctoral studentships.
 - The Department has provided an insurance cover through an agreement with the Swedish Legal, Financial and Administrative Services Agency (*Kammarkollegiet*) for the student. The insurance shall apply when the student's scholarship is reduced due to absence from studies in the case of illness or parental leave. The insurance shall not confer entitlement to compensation if the student is entitled to equivalent compensation under any other insurance cover.
 - The student has been informed in writing about their funding and insurance coverage.
- 5.9 Doctoral students funded via scholarships are to be given access to the University's occupational health services.
- 5.10 Scholarships aimed to fund third-cycle studies may not be established within the University.

6. Supervision (HEO 6:28)

- 6.1 The doctoral student is entitled to supervision throughout their entire period of study.
- 6.2 Two or more supervisors are to be appointed by the Head of Department by no later than the beginning of studies and shall be identified in the individual study plan. One of them is to be appointed principal supervisor and the other(s) assistant supervisor(s).
- 6.3 When the supervisors are appointed, the doctoral student's preferences are to be taken into consideration.

- 6.4 At least one of the supervisors must have completed the University's training in supervision of doctoral students or an equivalent programme at another higher education institution.
- 6.5 When the supervisors are appointed, at least one of the supervisors must be at the level of *docent* (reader) or professor. Supervisors may be recruited from other higher education institutions or outside the academic community. All supervisors are to be affiliated to the University by employment or commission.
- 6.6 A doctoral student has the right to change either the principal supervisor or assistant supervisor. The request is to be made in writing and presented to the Head of Department. The request does not need to be justified. When a request is made, the Head of Department is to facilitate a swift and convenient change of supervisors in consultation with the doctoral examiner.
- 6.7 In cases of change of supervisors, the individual study plan must be updated. As far as possible, the student shall be given the opportunity to continue the programme with the same focus as stated in the previous individual study plan. Revisions are to be made in accordance with Section 9.3.
- 6.8 The doctoral student is to be given the opportunity to have regular contact with the supervisors for discussion and feedback during the progression of the thesis work. The doctoral student and supervisor shall jointly agree on forms for communication and supervision and also document this in the individual study plan. The supervisors's commitments and roles in the third-cycle project shall also be identified in the individual study plan.
- 6.9 The supervisors are to ensure that the third-cycle student is introduced into the national and international research community.
- 6.10 Additional assistant supervisors may be appointed at any time during the programme if deemed necessary.
- 6.11 The Faculty Board is to determine the minimum extent of supervision provided during the course of the third-cycle programme. It is also to specify what counts as supervision within the Faculty's domain.
- 6.12 The salary for doctoral students changes in accordance with the University of Gothenburg's 'pay ladders for doctoral students'⁸ when the doctoral student has fulfilled half or 80 % of the requirements for a Degree of Doctor according to the individual study plan.⁹ The Head of Department, in consultation with the principal supervisor and doctoral examiner, will decide whether the doctoral student has fulfilled half or 80 % of the requirements.

7. Doctoral examiner

⁸ Lokalt avtal om lönesättningsprinciper mm för doktorander, dnr P 2016/121 [Only available in swedish.]

⁹ This does not apply to externally positioned students.

- 7.1 The Dean decides who may be doctoral examiners following recommendations by heads of department. The doctoral examiner must be a *docent* (reader) or professor and employed at the University of Gothenburg.¹⁰
The Dean may grant an exemption from the requirement for the doctoral examiner to be a *docent* (reader) or professor.
- 7.2 The Head of Department shall assign each third-cycle student a doctoral examiner no later than by the beginning of the studies. Neither the principal supervisor nor assistant supervisor may serve as a doctoral examiner for the same doctoral student. The doctoral student's doctoral examiner must be identified in the individual study plan.
- 7.3 The doctoral examiner shall participate in the drawing up of the individual study plan, the monitoring of studies and also when the individual study plan is revised.
The doctoral examiner has a particular responsibility for ensuring that the doctoral student's studies as a whole (courses and doctoral thesis/licentiate thesis) fulfil the qualitative targets.

8. Course examiner

- 8.1 The Dean decides who may be course examiners following recommendations by heads of department. Course examiner must be a *docent* (reader) or professor. The Dean may grant an exemption from the requirement for the course examiner to be a *docent* (reader) or professor.
- 8.2 The Head of Department appoints a course examiner for third-cycle courses. The doctoral student's individual study plan should indicate who the course examiner was for each course on which the doctoral student was examined.

¹⁰ Chalmers employees at one of the departments integrated with the University of Gothenburg may be appointed as a doctoral examiner for third-cycle students at the University of Gothenburg. In this case, a dommission agreement must be drawn up.

9. Individual study plan (HEO 6:29)

- 9.1 An individual study plan shall be drawn up for each doctoral student via the University of Gothenburg's online system for individual study plans (the ISP system). The principal supervisor is responsible for drawing up the ISP. The planning of future components are to be documented in the ISP as well as information on the components of the studies completed.
- 9.2 The ISP shall be established by the Head of Department no later than two month after the start of the studies.
The Head of Department have the main responsibility for an ISP being drawn up and subsequently revised at least once a year.
- 9.3 The ISP is to be revised at least once per year. Revisions shall also be made when necessary, such as in the event of changes made to the doctoral student's studies or at the doctoral student's request. The work associated with revisions shall be led by the principal supervisor and made in consultation with the doctoral student and doctoral examiner. The ISP shall be revised in the ISP system and then established by the Head of Department.¹¹

10. Courses and seminars in third-cycle programmes (HEO 6:32, 1:14)

- 10.1 The grading scale for courses in third-cycle programmes comprises pass (G) and fail (U).
- 10.2 A course syllabus shall be made available for each course in a third-cycle programme. Course syllabi shall be drawn up on the University's central template for course syllabi.¹²
Exceptions may be made for independent studies and courses offered on an occasional basis following written approval by the Head of Department.
- 10.3 Course syllabi for third-cycle studies are confirmed by the Head of Department. In the event that a course has been developed jointly by several departments, a responsible department shall be appointed and the course syllabus confirmed by the Head of Department at the responsible department.
A booklist should be attached to the course syllabus and confirmed no later than two weeks before the commencement of the course.
- 10.4 Course syllabi must be made available in both Swedish and English at the time of confirmation.
- 10.5 Student performance in courses that are part of third-cycle programmes is graded by the respective course examiners. The course examiners are also to ensure that course results are reported in Ladok.

¹¹ Exception: For doctoral students admitted before 1 July 2014, a revision/follow-up of the ISP can be made in paper format unless the Faculty Board has decided otherwise.

¹² Decision about University's central template for course syllabi, dnr U 2016/568

- 10.6 A doctoral student who has taken two examinations in a course without obtaining a pass grade is entitled to the nomination of another examiner, unless there are special reasons to the contrary.
- 10.7 The Head of Department decides about credit transfers for a third-cycle course or parts thereof.
- 10.8 Upon completion of a course, each student is to be given an opportunity to voice their opinions about the course via a course evaluation. The type of course evaluation used for this purpose depends on the nature of the course.
- 10.9 The results of the evaluation are to be summarised and made available.
- 10.10 Throughout the period of study, the student is expected to repeatedly present their thesis work, for example manuscripts and research results, at seminars/equivalent according to guidelines provided by the Faculty Board.

11. Departmental duties (HEO 5:2)

- 11.1 Any departmental duties should be structured bearing in mind that they are to be relevant to the doctoral student's studies. Departmental duties may comprise teaching, research, artistic development work and administration.
- 11.2 The extent and content of any departmental duties must be specified in the individual study plan.
- 11.3 Departmental duties may not have a negative effect on studies and may amount to a maximum of 20 % of full time spread out over the period of study.

12. Training in teaching and learning in higher education

- 12.1 doctoral students who teach at the first- or second-cycle level must have completed the course Teaching and Learning in Higher Education 1; Basic course (5 credits) no later than one year after admission. An equivalence assessment may be made if the doctoral student has taken another pedagogical course.¹³ Students with other pedagogical training may have their qualifications assessed according to the procedure outlined in the University's official document *Procedure for testing and recognising university teaching qualifications*.
- 12.2 Training in teaching and learning in higher education shall also be offered to doctoral students who do not teach at the first- or second-cycle level.
- 12.3 The Faculty Board is to decide whether the training in teaching and learning in higher education shall be completed within the framework of the student's departmental duties or as a credit-yielding

¹³ Equivalence assessments are to be made in accordance with the *Administrative Procedure for testing and recognising university teaching qualifications*.

activity within the study programme.

13. Extension of period of study due to illness, parental leave etc. (HEO 5:7)

- 13.1 A doctoral student with a doctoral studentship is entitled to have their period of study extended if there are special reasons to do so. ‘Special reasons’ may be illness, parental leave, service in the total defence forces and also elected positions within union organisations and student organisations (see below in Section 14). Any extensions shall correspond to the number of days that the student has been absent for these reasons.
- 13.2 The Head of Department is to ensure that doctoral students funded via scholarship or external employers are assigned extensions in connection with illness, parental leave or service in the defence forces to the same extent as other doctoral students.
- 13.3 The Head of Department is to ensure that extensions due to illness, parental leave and service in the defence forces are accounted for in the individual study plan regardless of the student’s source of funding.

14. Student influence and extension of studies due to representative duties and student union work (HEA 2:7, HEO 1:7, 2:14 and 5:7)

- 14.1 Doctoral students have the right to carry out representative duties and be represented in all of the University’s decision-making and preparatory bodies that deal with third-cycle education and the situation of doctoral students.
- 14.2 The Head of Department is to ensure that student with representative duties, regardless of how their studies are funded, is granted additional time to complete their degrees corresponding to the extent of their duties.
- 14.3 Upon completion of a representative duty, the extension shall amount to at least the number of days indicated in Appendix 1. In addition to the types of assignments listed here, students may serve on temporary working groups and other bodies/committees. In these cases, the extent of the assignment shall be assessed prior to its start, and the resulting extension shall be estimated in number of days. The granted extension shall be specified in number of days upon completion of the assignment.

- 14.4 The individual doctoral student is personally responsible for submitting a written request to have their period of study extended as a result of an elected position. The request shall be made and processed in accordance with Appendix 1.
- 14.5 The Head of Department decides on extensions and is to ensure that the decisions made are included in the individual study plan.

15. Licentiate theses and licentiate seminars

- 15.1 A licentiate thesis comprises a minimum of 60 credits.
- 15.2 A licentiate thesis may contain contributions from several authors provided it is clear what the individual student has produced.
- 15.3 The licentiate thesis is to be presented and examined at a public seminar. A faculty examiner must be presented at the seminar. The faculty examiner may not have a post at the faculty where the thesis is being presented unless there are special reasons.
The Department to which the subject area is connected is to cover the printing cost of the thesis for the licentiate seminar.
- 15.4 The Head of Department decides on the date and time of the seminar and appoints the faculty examiner. The licentiate seminar must be announced at least three weeks in advance in the manner decided by the Faculty Board. The periods 16 June to 15 August and 23 December to 6 January may *not* be included in the period for notifications. The licentiate thesis is to be made available at the department from the time of notification.
- 15.5 The licentiate seminar is to take place on a weekday during the periods 1 September to 22 December and 7 January to Friday one week before midsummer. If there are special circumstances, the Head of Department can schedule a seminar at other times of the year.
- 15.6 Licentiate theses are graded either by an examining committee according to the rules for doctoral theses or by an examiner appointed by the Dean.
- 15.7 The grading scale for licentiate theses comprises pass (G) and fail (U). The grade assigned shall reflect both the content and defence of the thesis. A grade of U (fail) must be justified in writing.
- 15.8 An English summary is to be included if the thesis is in Swedish. A Swedish summary is to be included in cases where a licentiate thesis is written in a language other than Swedish.

16. Doctoral thesis and public defences (HEO 6:33-35)

- 16.1 A doctoral thesis comprises a minimum of 120 credits.
- 16.2 If a doctoral thesis includes contributions from several authors, the individual doctoral student's contribution should be reported.
- 16.3 The doctoral thesis may include previously examined licentiate theses, parts thereof or revised parts of the licentiate thesis. In the event that parts of the licentiate thesis are part of the doctoral thesis work, these parts shall form part of the doctoral thesis and be defended at its public defence.
- 16.4 An English summary is to be included if the doctoral thesis is written in Swedish. A Swedish summary is to be included in cases where a doctoral thesis is written in a language other than Swedish.
- 16.5 The required number of copies of a doctoral thesis is decided on a case-to-case basis or according to the guidelines of the respective Faculty Board.
- 16.6 The University Library's demand for mandatory copies has to be taken into account before printing the thesis. The doctoral student is entitled to at least 20 copies of the thesis.
- 16.7 A doctoral thesis shall be made public through 'Public announcement day' by posting the thesis at the designated place in University's main building in Vasaparken on a working day no later than three weeks before the public defence of the doctoral thesis. The periods 16 June to 15 August and 24 December to 6 January cannot be counted in the three weeks. Exceptions from the three-week rule may be granted by the Dean. Electronic publishing of the thesis must be in accordance with the respective faculty rules.
- 16.8 After the "Public announcement day" posting of the thesis, no changes may be made in the thesis. An *errata* list may be attached.
- 16.9 The Dean appoints an examining committee assigned to assess whether the content and defence of the doctoral thesis meet the scientific or artistic requirements stipulated in the qualitative targets.
- 16.10 The examining committee must comprise three or five members. The examining committee shall consist of at least one person who does not have a position at the University of Gothenburg. Examining committees consisting of five members must include at least two such persons. No more than one member of an examining committee may be from the doctoral student's home department/equivalent. Persons who have served as the student's supervisor may not serve on the examining committee for that student. Within the examination committee, an even gender distribution should be sought after. The Faculty Board may present specific eligibility requirements for members of an examining committee.

- 16.11 The Dean decides on the appointment of a faculty opponent to review the doctoral thesis at the public defence. The faculty examiner may not have a position at the faculty where the doctoral thesis is being presented unless there are special reasons.
- 16.12 After the public defence has been completed, the examining committee shall meet to decide on a grade for the doctoral thesis. The examining committee is only competent to make decisions when all members are present. Decisions made by the examining committee shall be entered in the minutes.
In addition to the members of the examining committee may the faculty opponent and supervisor be present at the meeting and participate in the discussions, but not in decisions.
- 16.13 The grading scale for doctoral theses comprises pass (G) and fail (U). Consideration shall be given to the content and defence of the doctoral thesis when setting the grade. Decisions of the examining committee shall be based on the consensus of most members. An individual member has the right to register a difference of opinion in the official transcript. A grade of U (fail) must be justified in writing.
- 16.14 In addition to the members of the examining committee, only the faculty examiner and the supervisors may be present at the meeting with the examining committee and participate in the discussions, however, the faculty examiner and the supervisors may not participate in the final decision-making.
- 16.15 A public defence of a doctoral thesis shall be led by a Chair.
- 16.16 The Chair of a public defence, the faculty examiner and the examining committee are to be appointed by the Dean on request by the Department. The request shall include the title of the thesis as well as the time and venue of the public defence.
- 16.17 A public defence is to take place on a weekday during the periods 1 September to 22 December and 7 January to Friday one week before midsummer. If there are special circumstances, the defence may be arranged at other times of the year, as decided by the Dean.

17. Degree certificates (HEO 6:9)

- 17.1 A student who fulfils the requirements for the award of a qualification shall, on request by the student, be provided with a degree certificate

18. Notification of non-compliance with the rules and regulations for third-cycle studies

- 18.1 Doctoral students who wish to report a complaint about deviations from the Rules and Regulations for Third-cycle Studies should first contact their Head of Department and then the Dean in accordance with the administrative procedures decided by the Vice-Chancellor.¹⁴ The doctoral student can also contact the respective student union or trade union for support.

19. Disciplinary measures (HEO 10:1-14)

- 19.1 Disciplinary action may be taken against doctoral students according to Chapter 10 of the Higher Education Ordinance.

20. Withdrawal of supervisors and other resources (HEO 6:30-31)

- 20.1 A third-cycle student who substantially neglects their obligations according to the individual study plan may forfeit the right to supervision and other resources according to the stipulations given in the Higher Education Ordinance Ch. 6, Sec. 30-31. Such a decision can only be made by the Vice-Chancellor.

- 20.2 Following an application to the Vice-Chancellor, a doctoral student who has had resources withdrawn as referred to in Section 20.1 can recover their entitlement to supervision and other resources in accordance with Chapter 6, Section 31 of the Higher Education Ordinance.

21. Expulsion (Ordinance on the Expulsion of Students from Higher Education, 2007:989)

- 21.1 Expulsion of a doctoral student may occur according to the Swedish Ordinance on the Expulsion of Students from Higher Education (2007:989).

¹⁴ Procedure for Complaints from students about deviations from The University of Gothenburg's Rules and regulations for First-, Second- and Third-Cycle Studies and Examinations, dnr V 2016/498.

APPENDIX 1 – DOKTORANDREGLERNA

Minimum level for number of extension days per year due to representative duties and student union work

Table 1. Assignment at National Level and University Level

Assignment	Number of extension days/year	Cost unit
<i>SFS Doctoral students committee (corresponding)</i>		
- Chair	50	Vice-Chancellor
- Vice-Chair	20	Vice-Chancellor
- Board-Member	10	Vice-Chancellor
<i>Doctoral Student Committee of University of Gothenburg</i>		
- Chair	50	Vice-Chancellor
- Vice-Chair	20	Vice-Chancellor
- Secretary	15	Vice-Chancellor
- Board member	10	Vice-Chancellor
<i>University-Wide</i>		
- Board member in University-Board	15	Vice-Chancellor
- Board member in University-Board of Education	15	Vice-Chancellor
- Board member in Committee for Quality Issues	10	Vice-Chancellor
- Board member in Committee for Third-Cycle Education	10	Vice-Chancellor
- Board member in University Research Board	10	Vice-Chancellor
- Board member in University Disciplinary Board	10	Vice-Chancellor
- Board member in University Health and Safety Committee	10	Vice-Chancellor
- Board member in University Coordination Board for Teacher education	10	Vice-Chancellor
- Board member in University Library Board	8	Vice-Chancellor
- Member in Hearing assembly for nomination of vice-chancellor		

For university-wide assignments not included in the above mentioned list, the application for extension days is to be presented to the Committee for Third-Cycle Education. The Committee will then assess the scope of the assignment to establish the number of extension days.

Table 2. Assignment on Faculty Level

Assignment	Number of extension days/year	Cost unit
<i>Doctoral Student Committee at Faculty level (corresponding)</i>		
- Chair	30	Dean
- Vice-Chair (or corresponding)	15	Dean
- Secretary	10	Dean
- Cashier	10	Dean
- Board-Member (or corresponding)	7	Dean
<i>Faculty-Wide</i>		
- Board member in Faculty Board or Board of a degree programme	15	Dean
- Board member of the Dean's Head of Departments' Council	10	Dean
- Board member of Academic Appointments Board	15	Dean
- Board member in Health and Safety Committee	10	Dean
- Board member in other preparatory bodies for the Faculty Board	10	Dean

Table 3. Assignment on Department Level

Assignment	Number of extension days/year	Cost unit
<i>Doctoral Student Committee at Department level (corresponding)</i>		
Chair	15	Head of Department
Board-Member	5	Head of Department
<i>Department Level</i>		
- Board member in Department Council	10	Head of Department
- Board member in other preparatory bodies for the Department Council	10	Head of Department

The number of extension days referred to in the tables is a minimum level provided the doctoral student has participated fully in each body, and ought to be reduced if the doctoral student has not fully completed their assignment. In the event that the doctoral student has had an extended assignment for a body, the number of days may be increased in relation to the size of the assignment. Decisions on the number of days are made by each cost unit.

The doctoral student shall submit a request for an extended term of employment to their Head of Department in accordance with Section 14.4 of the Rules for Third-Cycle Studies. This request must be addressed to the Head of the Department where the doctoral student is admitted, regardless of the level within the university at which the assignment was performed. This request can be made using the template *Forskarstuderandes tidsanvändning – inrapportering* [Doctoral students' time use – reporting].

The doctoral student's request shall include the following appendices:

- A certificate confirming the assignment
- Attendance lists for meetings attended by the doctoral student, for which they wish to receive compensation

If the request for extension days applies to a university-wide or faculty-wide assignment, the Head of Department will request financial compensation from the relevant cost unit (Vice-Chancellor or Dean) in accordance with the procedures described in the [Administrative Handbook for Doctoral Education](#).

The size of the Doctoral Student Committees should be proportionate to the number of doctoral students at the faculty or department.