



## **Regulations and guidelines for third-cycle studies at Mälardalen University**

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## Content

The regulations and guidelines for third-cycle studies at Mälardalen University (MDU) is a collective document for the national and local rules that govern how third-cycle studies at MDU must be conducted. In addition to the rules, the document also refers to the central and local guidelines and processes that apply to third-cycle studies at MDU.

The rules and guidelines are aimed at future and admitted doctoral students as well as supervisors and other staff at MDU who work with issues concerning third-cycle education. Those persons active outside MDU who assist with third-cycle education at MDU in some manner are also covered by the rules and guidelines and must therefore follow what is stated in this document.

Each School may have additional local rules and guidelines that doctoral students admitted to the School must follow. The School's regulations and guidelines must not conflict with the rules contained in the existing document.

The regulatory document will be continuously updated and supplemented whenever decisions concerning the content of the document have been made.

The latest version is the one that is published on the University's external and internal website.

The rules and guidelines for third cycle studies is available in English. If the translation into English should lead to differences in interpretation of the rules, the Swedish wording takes precedence.

Revisions that have been made since the last adopted version can be found at the start of the existing document.

## Revisions of the Regulations and guidelines for third-cycle studies at Mälardalen University

Date	Section	Revision/update	Decision

## Abbreviations

FL	Administrative Procedure Act (SFS 1986:223)
HAN	Higher Education Expulsions Board
HF	Higher Education Ordinance (SFS 1993:100).
HL	Higher Education Act (SFS 1992:1434)
Ch.	Chapter
LOA	Public Employment Act
MDU	Mälardalen University
PAN	Staff Disciplinary Board
SFS	Swedish Code of Statutes
UKÄ	The Swedish Higher Education Authority
ÖNH	Higher Education Appeals Board

## Definitions of terms

Doctoral student	is a student who has been admitted to and who pursues studies at third cycle level at the University according to Chapter 1, Section 4 of the Higher Education Ordinance (1993:100), ( <i>HF</i> ). The term doctoral student includes all students who undergo third-cycle education, regardless of the type of funding or whether the studies result in a Degree of Licentiate or a Degree of Doctor
A thesis	is referred to in this document as both a doctoral thesis and licentiate thesis. If either of these projects are named individually, a doctoral thesis or licentiate thesis will be used.
The Faculty Board	is referred to in this document as the decision-making institution. However, the Faculty Board may decide to sub-delegate the decision-making rights unless otherwise stated, see the Faculty Board's Rules of Procedure

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## **1 Purpose and goals**

Third-cycle studies must essentially be based on the knowledge that students acquire at first and second-cycle education level or equivalent knowledge, according to Chapter 1, Section 9 of the Higher Education Ordinance. Third-cycle studies must, in addition to what applies to first and second-cycle education, develop the knowledge and skills required for a person to be able to conduct research independently.

The second appendix in the Higher Education Ordinance sets out the general requirements and qualitative targets for knowledge and understanding, competence and skills, as well as judgement and approach that must be met in order to obtain a third-cycle qualification.

After completing the doctoral education, the doctoral student must have achieved the knowledge and skills described in the national qualitative targets for third-cycle studies as well as the local qualification requirements set for each third-cycle subject area. The local qualification requirements primarily relate to courses required for a qualification and requirements for thesis work but may apply to specific competencies. Local qualification requirements can be found in the respective general syllabus for each subject.

## **2 Organisation of third-cycle studies at MDU**

Mälardalen University must conduct education and research of high quality so that society can benefit from knowledge and skills. Below is a brief summary of how the organisation around third-cycle studies is arranged at MDU in order to highlight who makes decisions on the issues that affect doctoral students and third-cycle education as a whole.

The description is based on the Rules of Procedure adopted by the University, which in turn are based on the Higher Education Act and the Higher Education Ordinance. For a full explanation, please refer to the respective Rules of Procedure.

### **The Schools**

At Mälardalen University there are four Schools and each is led by a Dean of School.

### **Dean of School**

The Dean of School is responsible for educational activities at first-cycle (Bachelors) second cycle (Masters) and third-cycle (Doctoral) level, as well as research at the School in view of the entire University.

## **Research council**

Within each research specialisation, there must be one or, if there is a special need for it, several research councils that prepare overall quality assurance and strategic development proposals for the research and third-cycle education conducted in the research specialisation.

## **Supervisors' committee**

For each third-cycle subject area, there must be a supervisor's committee that is responsible for overall quality assurance and prepares strategic development proposals of the third-cycle subject area's content, progression and qualitative targets.

## **Director of third-cycle studies**

The Director of third-cycle studies is a strategic support function to the Dean of School who can assist with support to the Head of Division, Head of Research and Head of Subject for the School's third-cycle subject areas.

## **The Faculty Board**

The Faculty Board represents the University's most senior collegial decision-making body. The Faculty Board has four preparatory committees which are led by Pro Deans. The committees represent the four cohesive academic faculties Economics, Healthcare, Engineering and Education. The Faculty Board is headed by the Dean.

### **The Faculty Board is responsible for:**

- ensuring good quality in all courses and study programmes at first-cycle (Bachelor's), second-cycle (Master's) and third-cycle education.
- reviewing, evaluating and following up all education that the University arranges and that it is based on a scientific or artistic foundation and is modelled on proven experience.
- ensuring positive prerequisites in relation to high quality research at the University.
- ensuring that research conducted at the University is evaluated and reviewed, in accordance with the scientific or artistic basis on which it is conducted.

### **2.1.1 Doctoral student influence**

Students at MDU have the right to exert influence over their education at the University according to Chapter 1, Section 4 of the Higher Education Act. It is also the University's obligation to strive to ensure that students take an active role in the work of further developing their education.



Students have the right to be represented when decisions are made or when preparation takes place which has an impact on the education or the students' situation according to Chapter 2, Section 7 in the Higher Education Act. Furthermore, Chapter 2, Section 14 of the Higher Education Act regulates that if a decision is to be taken, or preparation is to be conducted by one person, information must be given and a consultation with a student representative must be done well in advance of the decision or completion of the preparation. If decisions are made by a group of persons according to Chapter 2, Section 6, second paragraph of the Higher Education Ordinance, students have the right to be represented by at least three members. However, the number of student representatives in such a group may be fewer if there are special reasons with respect to the total number of members of the group, according to Chapter 2, Section 14 of the Higher Education Ordinance. Students have the right to be represented by three members on the Board of the University according to Chapter 2, Section 7a of the Higher Education Ordinance.

### **2.1.2 Doctoral Student Council**

The Doctoral Student Council is part of Mälardalen Student Union and represents the University's doctoral students. The Doctoral Student Council consists of a Chair and doctoral student council representatives from the Schools. The Doctoral Student Council has the task of looking after the interests of the doctoral student community and the interests of the individual doctoral students.

## **3 The rights of the doctoral student**

### **3.1 Doctoral students' right to health care, social support and insurance**

Students, including doctoral students, must have access to health care and especially preventive health care that aims to promote students' physical and mental health according to Chapter 1, Section 11 of the Higher Education Ordinance. The University must also be responsible for other tasks of a study social nature that support students in their study situation or facilitate the transition to working life, and for ensuring that students otherwise have a good study environment in accordance with Chapter 1, Section 11 of the Higher Education Ordinance.

Furthermore, MDU is responsible for ensuring that doctoral students are insured for personal injury in accordance with Chapter 1. Section 11a of the Higher Education Ordinance. The insurance must cover such damage that has arisen as a result of an accident or has been caused by infection as referred to in Section 5 of the Ordinance on Occupational Injury Insurance and State Personal Injury

Protection (1977:284) and its appendix. The insurance covers damage that has occurred in connection with higher education in Sweden.

For foreign travel and stays abroad, the doctoral student may be insured if the doctoral student travels or stays abroad on behalf of the University. For further information about what applies in an individual situation, the HR division should be contacted well in advance of departure.

Doctoral students are affected by MDU's plan for gender mainstreaming to the same extent as employees at the University, regardless of the type of funding.

### **3.2 Doctoral students rights to holidays**

Doctoral students who are employed in another organisation are subject to the rules and agreements applicable to the current organisation and the employment. For doctoral students with employment as doctoral students, the same conditions for leave apply as for other employees at MDU.

Scholarship-funded doctoral students are covered by the rules and guidelines that entitle them to the scholarship. If no rules or guidelines for holidays are stated in the scholarship, scholarship-funded doctoral students at MDU are entitled to at least three weeks' holidays per year without losing scholarship compensation.

### **3.3 Doctoral students' right to support measures in the event of disability**

MDU strives as far as possible to offer all students with disabilities support measures so that studies can be conducted on the same terms as for students without a disability. This also applies to doctoral students.

It is the responsibility of the doctoral student to inform MDU that they have special needs so that the University has the opportunity to obtain the necessary aids to facilitate the studies.

### **3.4 Doctoral students' right to temporary approved leave from studies and permanent non-completion of studies**

A doctoral student has the right to apply for a temporary leave of absence from studies or to report a permanent non-completion of studies in their doctoral education.

An approved leave from studies extends over a predefined and fixed-term period and the doctoral student continues their education when the approved leave from studies has expired. Doctoral students employed as doctoral students who apply for an approved leave from studies must also apply for a leave of absence from their employment. Doctoral students with other funding may in some cases

also need to apply for a leave of absence. The period of study may only be extended if there are special reasons for the leave from studies in accordance with Chapter 6, Section 29 of the Higher Education Ordinance. Special reasons refer to leave due to illness, leave for serving in the defence forces, or other positions of responsibility in trade unions or student organisations or parental leave in accordance with the Higher Education Ordinance, Chapter 6, Section 29. Decisions on approved leave from studies are made by the Dean of School in consultation with the principal supervisor. MDU's decision cannot be appealed according to Chapter 12, Sections 2 and 4 in the Higher Education Ordinance.

A notification of non-completion of studies means that the doctoral student ends their doctoral education. The doctoral student must be admitted to the doctoral education again before the doctoral student can continue their studies. Notification of non-completion of studies can only be made by the doctoral student.

## **4 Admission**

Admission of doctoral students to third-cycle studies at MDU follows the adopted admission regulations at the University for third-cycle studies. Requirements for this are set out in Chapter 6, Section 3 of the Higher Education Ordinance, paragraph two.

Eligibility requirements and selection criterion for admission to a third-cycle subject area can be found in the general syllabus for the subject.

For doctoral students who are to be employed as doctoral students after admission to third-cycle education this must be also accompanied by an employment decision according to a special arrangement.

## **5 Funding**

Third-cycle studies can be funded in various ways. The Higher Education Ordinance stipulates that a doctoral student may only be admitted to third-cycle education if the applicant is employed as a doctoral student, or if MDU assesses that funding can be secured throughout the entire education and that the applicant can devote so much of their time to the education that it can be completed within four and eight years respectively for a Degree of Licentiate and Degree of Doctor according to Chapter 7, Section 36 of the Higher Education Ordinance.

In order for an employment outside the University to be accepted at the admission, consideration must be given to the stability of the funding. Funding through one's own company needs to be carefully considered as it must be possible for doctoral students to be able to complete their education without this affecting the company's financial ability to pay the doctoral student. Funding through one's own private wealth should generally not be accepted as this is not to be considered a stable source of income.

Regardless of whether the doctoral student is paid or receives funding in other ways than through doctoral studentship, Chapter 7, Section 34 of the Higher Education Ordinance must be considered so that the University can offer supervision and acceptable study conditions to active doctoral students.

For doctoral students who, upon admission, pursue their third-cycle education within the framework of an employment outside the University, the responsible School at MDU will be responsible for the funding if the doctoral student's employment ends during the justified doctoral education period or if the company is declared bankrupt during the same time period. This is provided that the Vice-Chancellor has not decided on the withdrawal of resources in accordance with Chapter 6, Section 30 of the Higher Education Ordinance.

Lecturers or other employees at MDU or another higher education institution may be admitted to third-cycle education if there is scope to conduct doctoral studies during their employment of at least 50 per cent of their employment.

In cases where doctoral education is financed through scholarships, the responsible School must take out insurance with the Legal, Financial and Administrative Services Agency (*Kammarkollegiet*) that applies when the doctoral student's scholarship lapses due to absence from studies due to illness or parental leave according to Chapter 1, Section 11c of the Higher Education Ordinance. In addition to this, the School is responsible for ensuring that the scholarship-funded doctoral student receives the corresponding salary level after tax that applies to doctoral students employed as doctoral students according to the doctoral student salary scale. How the School covers any additional costs for scholarship-funded doctoral students must be guaranteed upon admission of the scholarship-funded doctoral student.

All doctoral students, regardless of their type of funding, are entitled to the same conditions at the workplace such as work environment issues, and other costs in the education such as literature, access to materials, conference participation, etc. for doctoral students with an employment as a doctoral student. The School is responsible for ensuring that the conditions for this exist, but the funding of the costs may differ between doctoral students with different types of funding.

## **6 Supervision**

In accordance with the Higher Education Ordinance, Chapter 6, Section 28 each doctoral student admitted to third-cycle education must have at least two supervisors appointed, one of whom will be appointed as the principal supervisor. Also stipulated in the Higher Education Ordinance is that the University may only admit as many doctoral students to third-cycle education as can be offered supervision in accordance with Chapter 7, Section 34 of the Higher Education Ordinance.

Pursuant to Chapter 6, Section 28 of the Higher Education Ordinance, a doctoral student has the right to supervision throughout their studies, as long as the Vice-

Chancellor has not decided otherwise in accordance with Chapter 6, Section 30 of the Higher Education Ordinance.

At MDU a doctoral student has the right to supervision corresponding to 100 hours per year (during full-time studies). For doctoral students with a lower degree of activity supervision will be reduced with the equivalent number of hours. This is a minimum level provided by the principal supervisor together with one or more supervisors. No principal supervisor must be bound to more supervision than the equivalent of seven full-time doctoral students.

## **6.1 Requirements for supervision**

The principal supervisor must have an employment at MDU unless special reasons exist. Furthermore, at least one member of the supervisor constellation must hold an employment of at least 50 per cent at the School responsible for the third-cycle subject to which the doctoral student is admitted.

### **6.1.1 Principal supervisor**

At MDU, the principal supervisor must:

- be employed at MDU, unless there are special reasons (for example, if the principal supervisor changes their university during the doctoral student's studies),
- have publicly defended a doctoral thesis and have a competence level of an Associate Professor or Professor.

Furthermore, the principal supervisor must have completed supervisor training with approved results from a Swedish higher education institution equivalent to that given by MDU. This is to ensure that the principal supervisor at MDU has an equal basis in their understanding of their commitment and the laws and regulations that apply to third-cycle education at MDU. The principal supervisor should also have previous experience of supervising doctoral students.

### **6.1.2 Supervisors**

The supervisor should complement the principal supervisor with expertise in the research subject of the thesis.

#### **The supervisor must**

- have successfully defended their doctoral thesis and be a researcher or have equivalent skills.
- have completed a supervisor course from a Swedish higher education institution or have the intention to participate in supervisor training within the next year equivalent to that given by MDU. This is to ensure that supervisors at MDU have an equal basis in their understanding of their commitment and the laws and regulations that apply to third-cycle education at MDU.

### **6.1.3 External supervisor**

At MDU there is a third category of supervisor who may be employed in addition to the University's undertaking according to the requirements in Chapter 6, Section 28 of the Higher Education Ordinance. The third category of supervisors is called external supervisor and is appointed by the Faculty Board.

An external supervisor must have successfully defended their doctoral thesis, and be a researcher or have the equivalent competence, but does not need to have formally completed supervisor training, and they do not have to have the intention to do so. The external supervisor is not employed by MDU.

The external supervisor offers supervision in addition to the 100 hours per year offered by the principal supervisor together with the other supervisors. (Please note: do not confuse external supervisors with the category of supervisors which may include external persons with an employment outside MDU). The external supervisor does not have the right to claim financial compensation for their supervision.

### **6.1.4 Distribution of work duties between supervisors**

The division of duties between the principal supervisor, supervisors and any external supervisors must be decided between them. This division of duties should be recorded in the doctoral student's individual study plan.

## **6.2 The supervisor's responsibilities and obligations towards the doctoral student**

The person appointed as the principal supervisor and supervisor are the University's representatives towards the doctoral student during their third-cycle education. This entails a professional approach and being well acquainted with the rules and conditions concerning third-cycle studies. This applies to national as well as local rules and guidelines. Principal supervisors and supervisors must also be well acquainted with the University's plan for gender mainstreaming and have good knowledge of the Higher Education Act's official letters on sustainable development and lifelong learning, according to the Higher Education Act, Chapter 1, Section 5.

### **The principal supervisor has an overriding responsibility**

- in consultation with the doctoral student, to draw up and annually follow up on the individual study plan.
- to ensure that agreements, when admitting doctoral students with external funding, are established and decided by the Legal Officer.
- to facilitate that the doctoral student reaches all their qualitative targets in accordance with the Higher Education Ordinance, Appendix 2.
- to ensure that the doctoral student's research studies are realistic based

on time and conditions and that they have a high quality.

- to ensure that the doctoral student conducts the quality assurance seminars specified in the general syllabus.
- to ensure that the doctoral student's publications comply with the Vancouver recommendations regarding co-authorship.

The supervisor's responsibilities must be specified in the individual study plan.

### **6.3 Changed supervisory configuration**

In accordance with the Higher Education Ordinance, Chapter 6, Section 28, second paragraph, a doctoral student has the right to change supervisor if requested. The request to change supervisory configuration must be done on a specific form. Decisions on changes to supervisors are made by the Faculty Board.

If a principal supervisor or supervisor repeatedly fails to perform their supervisor duties, the Faculty Board may decide to withdraw the appointment as principal supervisor or supervisor.

## **7 General syllabus**

For each subject, in which the University organises third-cycle education, there must be a general syllabus according to Chapter 6, Section 26 of the Higher Education Ordinance. In the general syllabus the main content of the education, specific entry requirements and other regulations that are required are described in accordance with Chapter 6, Section 27 of the Higher Education Ordinance.

The Faculty Board decides on what is to be included in the general syllabus in addition to what is regulated in the Higher Education Ordinance. At MDU, every general syllabus must be written according to a special template, the content of which is decided by the Faculty Board.

## **8 Individual study plan**

For each doctoral student, an individual study plan must be produced in accordance with Chapter 6, Section 29 of the Higher Education Ordinance. The individual study plan must include the University's and doctoral student's commitments and a time schedule for the doctoral students' education. The individual study plan means that a mutual obligation is created between the University and the doctoral student.

At MDU, the following applies to ensure that each doctoral student has a proposed individual study plan at the time of admission and an established individual study plan that is decided in consultation with the doctoral student and their supervisor:

- The principal supervisor is responsible for drawing up a proposal for an individual study plan that contains information about the doctoral student, funding, supervisor, start date, any ethical permission or if one needs to apply for permission, as well as an overall project plan. This proposal must be enclosed with the admission application.
- The principal supervisor is responsible for ensuring that the doctoral student has an established and confirmed individual study plan no later than three months after the doctoral student's start date. The principal supervisor has the main responsibility to consult with and draw up the individual study plan together with the doctoral student and that the individual study plan is communicated to the relevant committee for approval.

The individual study plan should plan the doctoral student's education so that the doctoral student has the prerequisites to achieve the qualitative targets for third-cycle education within the stipulated time plan. In the individual study plan, activities that provide the conditions for achieving the national qualitative targets and what is stated in the general syllabus for the subject must be specified, which includes:

- the content, approach, and time plan for the research project
- how the entire period of study will be funded (the funding plan must be available in the individual study plan or in cases where an agreement forms the basis for secured funding, a reference to the agreement's reference number must be included)
- that the principal supervisor and other supervisors appointed to the doctoral student are stated
- that the planned and actually estimated progression in the education as well as the planned and actual degree of activity are shown.
- That research projects requiring granted permission in order to be conducted, such as ethical permission, the reference number of the granted permit or statement must be specified in the individual study plan, or the individual study plan states that ethical permission must be applied for. A permit must be granted before the relevant research begins.

By establishing the individual study plan, MDU accepts that the information contained in the individual study plan gives the doctoral student the conditions to achieve the qualitative targets within the specified time. With the approval of the Dean of School, the principal supervisor and doctoral student each party certifies that consultation has taken place regarding the commitments that are stated in the individual study plan.



If disagreement prevails regarding the content of the individual study plan, the individual study plan must still be approved by the relevant committee, but it must be stated in the study plan that there is a disagreement as well as how the principal supervisor and the doctoral student plan to resolve it. The principal supervisor and doctoral student must therefore sign a document that there is a disagreement. A revised version must then be determined promptly after agreement has been reached in consultation with the doctoral student.

In order for MDU to be able to deviate from the undertaking specified in the individual study plan in consultation with the doctoral student, the doctoral student must apply for a non-completion of study, or the Vice-Chancellor must decide on the withdrawal of resources in accordance with Chapter 6, Section 30 of the Higher Education Ordinance, or that the Higher Education Expulsions Board (*HAN*) makes a decision about expulsion pursuant to Chapter 4, Section 6 of the Higher Education Act.

## **8.1 Follow-up of the individual study plan**

Pursuant to Chapter 6, Section 29 of the Higher Education Ordinance, the individual study plan must be regularly followed up and after consultation with the doctoral student and their supervisor may be changed by the University to the required extent.

At MDU, the doctoral student's individual study plan must be followed up at least once a year via a follow-up discussion between the doctoral student, principal supervisor and supervisor. External supervisors do not need to participate in the follow-up discussion, although this is preferable. The principal supervisor is responsible for ensuring that such a discussion takes place.

In the follow-up, emphasis will be placed on the monitoring of achieved study results, the actual degree of activity and progression in research studies in relation to the national qualitative targets and any subject-specific qualitative targets. The follow up discussion must be recorded in the individual study plan.

### **8.1.1 Extension**

The period of study may only be extended if there are specific reasons for doing so in accordance with Chapter 6, Section 29 of the Higher Education Ordinance. Such reasons may be leave of absence due to illness, leave for service in the defence forces or for positions of trust in trade unions and student organisations or parental leave.

At MDU, doctoral students with employment as a doctoral student are entitled to a 10 per cent reduction in working hours for their duties as student representatives in preparatory and decision-making bodies at the University. The doctoral student who acts as a Chair of the Doctoral Student Council is entitled to a 20 per cent reduction in working hours, according to the same procedure. The time that doctoral students spend in various bodies is deducted

from the opportunity for service at the School according to Chapter 5, Section 2 of the Higher Education Ordinance.

## **9 Courses**

As part of the qualification, the doctoral student must take courses that correspond to the course required for a qualification stated in the general syllabus for the third-cycle subject area. The principal supervisor assesses the relevance of third cycle courses for an individual doctoral student's third-cycle education. The assessment and approval of course participants must be done before the course starts.

If the principal supervisor assesses that only part of a course is relevant to the individual doctoral student's third-cycle education, the principal supervisor must notify in writing to the Course Coordinator the scope of the course before the course starts. The notification must state that the doctoral student has read the assessment of the scope of the course in the educational component. The principal supervisor and doctoral student are jointly responsible for informing the Course Coordinator of the scope before the course starts.

### **9.1 Requirement for course syllabus and documentation**

For all postgraduate courses, a course syllabus must be established before the course starts. The course syllabus is adopted by the Dean of School.

The course syllabus must contain information about the third-cycle subject, the scope of the course, the grading scale, the level of the course, the purpose of the course (intended learning outcomes), the primary content of the course, examination descriptions, any entry requirements or specific entry requirements for admission to the course and selection criteria. In addition to this, other relevant information may be used.

The same documentation requirements apply to university-wide third-cycle courses. In addition, the university-wide relevance of the course must be reviewed by the Faculty Board before a decision is made on the adoption by the relevant Dean of School.

#### **9.1.1 Other credit-bearing components**

Within the framework of third-cycle education doctoral students may also include other credit-bearing components. These are components that give credits but do not formally require a course syllabus, for example, I) individual reading course; II) participation in seminars; (III) participation and/or presentation at conferences. However, in the case of an individual reading course (where a course is tailored to individual doctoral students' education), there must be written documentation about the Course Coordinator, examiner, purpose of the course, examination descriptions, the scope of the course and grading scale. This information must be available to course participants before

the course starts. This documentation must be quality assured and reviewed by the supervisor committee or the equivalent for the relevant third-cycle subject area before the course starts.

The credit-bearing components must be recorded in the individual study plan. By establishing the individual study plan, it is thereby approved that the doctoral student may include the individual commitments in their degree.

Examination of third-cycle courses can be carried out through an oral or a written knowledge assessment. Grades are decided by a appointed examiner who, according to Chapter 6, Section 32 of the Higher Education Ordinance must be a teacher. The examiner for third-cycle courses is appointed in accordance with the University's Rules of Procedure.

To ensure the quality of examination components, the examiner (who at MDU must be at least a recently graduated doctoral student) and the principal supervisor/supervisor should as far as possible not be the same person. For each course there must be an appointed Course Coordinator.

After passing the examination component, it is the responsibility of the Course Coordinator to ensure that each course participant's course credits are registered in Student Registry (*Ladok*).

## **9.2 Course evaluation**

All doctoral students who take a course must be given the opportunity to express their views on the course via a course evaluation, according to Chapter 1, Section 14 of the Higher Education Ordinance. After compiling the course evaluation, the University is obliged to inform about the outcome and any decisions on measures that should be taken as a result of the course evaluations. These results must be made available to the doctoral student according to Chapter 1, Section 14 of the Higher Education Ordinance.

## **9.3 Credit transfers**

A doctoral student may, through a credit transfer, get accredited for previously completed higher education with approved results in their next education according to Chapter 6, Section 6 of The Higher Education Ordinance. It is important that for all credit transfers that the education which is to be credited does not differ in any significant extent in comparison to the education for which it is intended to be credited according to Chapter 6, Section 6 of the Higher Education Ordinance.

A doctoral student has the right to a credit transfer for education other than that referred to in Section 6, if the knowledge and skills referred to by the doctoral student are of such a nature and have such scope that they mainly correspond to the education for which they are intended to be credited. A doctoral student may

get a credit transfer with equivalent knowledge and skills that they have acquired in professional activities.

At MDU, decisions are made by the appointed person in accordance with MDU's Rules of Procedure, if a completed higher education or professional activity may receive a credit transfer for the third-cycle education. This will be done in accordance with the Higher Education Ordinance, Chapter 6, Section 8.

A decision on a credit transfer may be appealed against to the Higher Education Appeals Board (*Överklagandenämnden för högskolan (ÖNH)*).

## **10 Quality assurance seminars**

At MDU a doctoral student must, within the framework of the third-cycle education, present the ongoing research studies internally but also at public seminars to give the research community and the public an insight into the research being conducted at the University. MDU recommends that this is done by having at least three seminars during the doctoral student's third-cycle education (with the goal of a Degree of Doctor); at the beginning, in the middle and at the end of the third-cycle education. The purpose of the seminars is to allow the doctoral student to discuss the ongoing work and have it reviewed by internal and external senior researchers. Furthermore, the aim is to ensure the quality of the work and that ethical assessments of research rules are followed.

Based on the seminars proposed below, it is the responsibility of the School to create guidelines and processes that are adapted to each School/third-cycle subject area. However, the doctoral student (with a Degree of Doctor as a goal) must conduct the corresponding mid-way seminar and final review during their studies.

### **10.1 Planning seminar**

It is recommended that a planning seminar is held within 12 months of admission (regarding full-time studies). The purpose of the seminar is for the doctoral student to present the research project and be given the opportunity to discuss the work with a greater critical mass in addition to the supervisors. It is recommended that senior colleagues and other doctoral students in the School are invited. It is recommended to appoint internal reviewers, preferably a doctoral student and a senior colleague who have defended their theses and may be from the School where the doctoral student is admitted.

### **10.2 Mid-way review**

After about half of the period of study, in relation to education leading to a Degree of Doctor as the final goal, an evaluation of the thesis work must be conducted. This can be done either through a licentiate seminar (when a licentiate thesis is being written), or at a mid-way review where achieved results are reviewed. The purpose of the seminar is to discuss and review the

progression of doctoral studies, achieved results and development opportunities. The mid-way review must be held publicly, and the address must be announced internally. Doctoral students admitted to a Degree of Doctor who wish to graduate with a Degree of Licentiate must follow what is stated under 11.5.

For mid-way reviews at least one external or one internal reviewer must be appointed. The reviewer must have successfully defended their thesis in the subject or have equivalent subject competence but should not have a direct connection to the thesis work.

The reviewer(s) should then submit written comments to the doctoral student and their principal supervisor.

### **10.3 Final review/preview**

A final review where the thesis manuscript is reviewed must be held as a quality assurance step before the planned defence of the doctoral thesis and is recommended to be held before the licentiate seminar. The review is recommended to be held within 5–9 months before the planned public defence or licentiate seminar (regarding full-time studies) in order to allow sufficient time for supplementary qualification of the thesis manuscript.

The purpose of the review is to ensure that a high scientific quality of the thesis is reached.

#### **10.3.1.1 Final review for a Degree of Doctor**

The preliminary review must be conducted by at least one external reviewer or by at least one appointed representative within MDU. The reviewer must have successfully defended their thesis in the subject or have equivalent subject competence but should not have a direct connection to the thesis work.

During the review, the detailed articles of a compilation thesis and the entire incomplete thesis manuscript of a monograph thesis will be assessed.

The reviewer or the reviewers must, by means of a written statement, in the form of a recommendation, recommend or advise against submitting the thesis. The statement must be attached to the application for public defence.

The preliminary review of thesis manuscripts must not be conducted by the external reviewer or by representatives from the intended examining committee, as they must be impartial in their assessment at the defence of a doctoral thesis.

#### **10.3.1.2 Final review for a Degree of Licentiate**

MDU recommends that preview of a licentiate thesis is done in the same way as a preview of a doctoral thesis. In cases where a preview of the licentiate thesis will take place, the reviewer's statement in the format of a recommendation must recommend or advise against the licentiate thesis being presented. The

reviewers' statement must be attached to the application for defence of the licentiate thesis.

The preliminary review of licentiate thesis manuscripts must not be done by the external reviewer or by representatives from the intended examining committee, as they must be free in their assessment at the defence of a licentiate thesis.

## **11 Degree**

### **11.1 Degree of Doctor**

The doctoral student who has a doctoral degree as their goal has the right, but no obligation, to graduate with a licentiate degree as a stage in the third-cycle education.

#### **11.1.1 Courses required for a qualification**

Requirements for courses required for a qualification can be found in the general syllabus for each third-cycle subject.

#### **11.1.2 Requirements for a doctoral thesis**

Requirements for the scope for a doctoral thesis can be found in the general syllabus for each third-cycle subject.

The doctoral thesis should be designed as either a monograph, i.e. a coherent, scientific work, or as a compilation thesis where several scientific works authored by the doctoral student alone or jointly with others are combined. A compilation thesis must be preceded by an introductory chapter written by the doctoral student.

The doctoral student must be the sole author of their thesis. It is not permitted to present a doctoral thesis with more than one author.

#### **11.1.3 Application for defence of a doctoral thesis**

The application for a public defence of the thesis (a special form with content determined by the Faculty Board) must be received by the relevant pro dean no later than eight semester weeks before the planned public defence. The purpose of the application is to ensure that all the components required for the public defence of the dissertation have been achieved and that there is no conflict of interest between the faculty opponent, the examining committee, the principal supervisor, the supervisor and the doctoral student/author of the thesis.

After an approved application for public defence, the Communications division must be informed about the upcoming defence of doctoral thesis in order to be able to advertise the public defence internally and externally and discuss communication of the thesis with the doctoral student.

#### **11.1.4 Printing the thesis**

All theses at MDU must follow MDU's graphical profile. Information about the production process is available on MDU's website. The thesis must be printed at least three semester weeks before the date of the public defence in order for it to be published.

#### **11.1.5 Publication/notification of the date of the defence of a doctoral thesis (*Spikning*)**

MDU strives for openness and the opportunity for public review of the University's research activities. The doctoral thesis must therefore be published through:

- electronic publication of the date of the defence in MDU's publishing tool DiVA. The notification of the date of the doctoral thesis must be made no later than three weeks before the public defence. The thesis must be published in its entirety, unless there is a prohibition from the publisher. It is the responsibility of the doctoral student to ensure that the necessary permit(s) is available.
- that the printed doctoral thesis is literally nailed up at the appointed place at both the Eskilstuna and Västerås campuses.

The doctoral student and principal supervisor are responsible that the publication is done in accordance with the above. The publication is done with support from the research administrator. Practical information about the publication can be found on the internal portal.

The publication in DiVA must state the date, time, and place of the public defence and an abstract. Furthermore, the names and titles of the author of the thesis, principal supervisor, supervisor, external supervisor if any, faculty opponent and members of the examining committee must be stated. Furthermore, the third-cycle subject area which the thesis represents along with the host School for the subject must be specified.

#### **11.1.6 Distribution of the thesis**

The same day that notification takes place, the doctoral thesis must be distributed by the research administrator to the faculty opponent, examining committee members, the School and to other interested parties.

The printing coordinator is responsible for distributing the thesis in accordance with the established distribution list compiled by the University.

### **11.2 Public defence**

A doctoral thesis must be defended orally at a public defence pursuant to Chapter 6, Section 33 of the Higher Education Ordinance. Further, it is stated in the same paragraph that there must be an external reviewer (faculty opponent) at the public defence. According to Chapter 6, Section 34 of the Higher Education

Ordinance, at least one of those persons participating in the grading of a doctoral thesis must be someone who does not have a post at the higher education institution awarding the degree. At MDU the examining committee must consist of three members who will evaluate and grade the doctoral thesis.

The Faculty Board at MDU has decided to limit the total number of public defences of a doctoral thesis or licentiate seminars that can be held on the same day to two: One in the morning and one in the afternoon.

The defence of doctoral thesis must be carried out during the semester times decided by the Vice-Chancellor:

- The spring semester runs from the first Monday after 6 January up to and including the Tuesday before Midsummer.
- The autumn semester runs from the first Monday of the third week in August up to and including the Friday before Christmas Eve.

### **11.2.1 Faculty opponent for the public defence**

The faculty opponent must have successfully defended their doctoral thesis and the recommendation is that the faculty opponent is an Associate Professor or Professor within the third-cycle subject area or project subject area. There may be no obvious cooperation between the faculty opponent and the doctoral student or between the external reviewer and the doctoral student's principal supervisor, supervisor or any external supervisors. Furthermore, there must be no connection between the faculty opponent and the research project.

At MDU the faculty opponent must not have or have had a doctoral student-supervisor relationship with the doctoral student, the doctoral student's principal supervisor or supervisor. This applies regardless of when such a relationship existed previously.

The faculty opponent must not have a conflict of interest in relation to the author of the thesis, principal supervisor, supervisor, any external supervisors, or project. It is the responsibility of the faculty opponent to report a conflict of interest. It is also the responsibility of the author of the thesis, principal supervisor, supervisor, eventual external supervisor to notify of a conflict of interest. Before applying for a defence of doctoral thesis, conflict of interest must be declared.

### **11.2.2 Examining committee for the public defence**

The examining committee represents the examiner of a doctoral thesis. Of these members (three in number), two must be Associate Professors or Professors. The third member must be at least an Associate Professor or the equivalent. At least one of the members of the examining committee must not work at MDU according to Chapter 6, Section 34 of the Higher Education Ordinance. At MDU, no more than one of the members may come from the responsible School at which the doctoral student is enrolled. The examining committee must decide



among themselves to appoint one of its members as Chair. MDU strives that all genders are represented on the examining committee.

One to two members may be co-opted to the examining committee in addition to the ordinary three members. The adjunct members do not need to be Associate Professors or Professors but may have other skills. The co-opted members do not have the right to vote on the question of grades and the examining committee is considered to have a quorum even in the absence of the co-opted members in the event that they have supplemented the examination committee.

The members of the examining committee must have expertise in the third-cycle subject area or the subject area of the project. There may be no obvious cooperation between any of the members of the examining committee and the doctoral student or between any of the members of the examining committee and the doctoral student's principal supervisor, supervisor, or any external supervisor. Furthermore, there must be no connection between the members of the examining committee and the research project.

In order to prevent credibility of the impartiality of an examining committee member from being questioned, the Administrative Procedure Act requires that rules on conflict of interest are considered in accordance with Section 16 of the Administrative Procedure Act (2017/900). Anyone who knows of a circumstance that can be assumed to constitute a conflict of interest must voluntarily announce this in accordance with Section 18 of the Administrative Procedure Act. At MDU the members of the examining committee must not have or have had a doctoral student-supervisor relationship with the doctoral student, the doctoral student's principal supervisor or supervisor or any external supervisor. This applies regardless of when such a relationship existed previously. It is the responsibility of the members of the examining committee to report a conflict of interest.

In connection with the examination committee's meeting, the examining committee will decide whether the faculty opponent and principal supervisor may attend and participate in the examination committee's deliberations to answer any questions from the examining committee.

The examining committee also decides whether other supervisors may participate in the deliberations to answer any questions from the examining committee. The principal supervisor, other supervisors and the faculty opponent have no decision-making rights in the grading issue.

The examining committee must constitute a quorum when all appointed members are present.

### **11.2.3 Reserve member of the examining committee for the public defence**

For each instance of a public defence, a reserve member for the ordinary members of the examining committee must be appointed. The reserve member must step in if any ordinary member is forced to replace the external reviewer or if the ordinary member has made a late cancellation and cannot attend the public defence. Otherwise, the same rules apply to reserve members as to ordinary members, see Section 11. 2.2.

When electing a reserve member, consideration should be given to the Higher Education Ordinance's requirement that at least one person who is not active at the University participates in the grading of the doctoral thesis in accordance with Chapter 6, Section 34 of the Higher Education Ordinance. Furthermore, consideration should be given to MDU's rule that no more than one of the members of the examining committee may come from the responsible School that the doctoral student is admitted to.

### **11.2.4 In the event of cancellation**

If the faculty opponent fails to show up or submits a late cancellation, the public defence of the thesis may only be conducted on condition that a member of the examining committee replaces the faculty opponent and that the pre-appointed reserve member of the examining committee replaces the vacancy in the examining committee, see Section 11.2.3. In the event that the faculty opponent cannot be replaced according to the above, or that the requirements according to Chapter 6, Section 34 of the Higher Education Ordinance are not complied with, the public defence must be cancelled. Decisions to cancel the defence of doctoral thesis are made by the Faculty Board or by delegation.

In the event of a late cancellation by the faculty opponent, the examining committee must be notified of this in order to be prepared to take on a larger role in the public defence.

In the absence of an ordinary examining committee member, the public defence can only be conducted on condition that the pre-appointed reserve member can participate as an ordinary examining committee member and that the requirements of Chapter 6, Section 34 of the Higher Education Ordinance are complied with, otherwise the public defence must be cancelled.

### **11.2.5 Grades for a doctoral thesis**

Grades for a doctoral thesis are set by an examining committee.

Pursuant to Chapter 6, Section 35 of the Higher Education Ordinance, a grading system of Pass or Fail when evaluating doctoral theses is applied at MDU. In cases where the examining committee does not agree a majority decision applies. A Pass grade must be justified in writing if actual criticism has been directed at the doctoral thesis during the public defence. A Pass grade must also

be justified in writing if the examining committee has been divided in its decision.

In cases where the examining committee decides on a Fail grade, the decision must be justified in writing. In the case of a Fail grade, there is no obligation for MDU to offer further resources such as supervision of the doctoral student after the expiry of the existing mandate.

## **11.3 Degree of Licentiate**

### **11.3.1 Courses required for a qualification**

Requirements for course required for a qualification can be found in the general syllabus for each third-cycle subject.

### **11.3.2 Requirements for a licentiate thesis**

Requirements for the scope for a licentiate thesis can be found in the general syllabus for each third-cycle subject.

### **11.3.3 Application for defence of the licentiate thesis**

The same rules apply as when applying for a public defence, see Section [11.1.3](#) with the following exceptions:

The faculty opponent represents one of the examining committee members. The person who will be appointed to be the faculty opponent must be stated in the application.

A reserve member for the examining committee at the licentiate seminar should be appointed.

### **11.3.4 Publication of licentiate thesis**

MDU strives for openness and the opportunity for a public review of the University's research activities. The licentiate thesis must therefore be published through

- electronic publishing of the thesis in DiVA. The publication in DiVA must take place no later than three semester weeks before the licentiate seminar.
- Otherwise, the same rules apply as for publication of a doctoral thesis, See Section [11.1.5](#).

### **11.3.5 Distribution of a licentiate thesis**

When distributing a licentiate thesis, the same rules apply as when publishing a doctoral thesis, see Section [11.1.6](#).

## **11.4 Licentiate seminar**

At MDU, a licentiate thesis is defended orally at a public licentiate seminar. At the licentiate seminar, an examining committee consisting of three members will be present. The examining committee represents the examiner and must assess the licentiate thesis.

In the absence of an examining committee member, the licentiate seminar can only be held on condition that a pre-appointed reserve member to the examination committee can participate as an ordinary examining committee member, otherwise the licentiate seminar must be cancelled.

### **11.4.1 Faculty opponent at a licentiate seminar**

One of the members of the examining committee must be appointed as a faculty opponent at the licentiate seminar. This person must be informed and have accepted the assignment well in advance of the date of the seminar.

Otherwise, the same rules apply as for a faculty opponent in public defences, see Section 11.2.1.

### **11.4.2 Examining committee at a licentiate seminar**

The examining committee must be composed of three members, of which at least two must be an Associate Professor or Professor. The third member must have publicly defended their doctoral thesis. One of the members must work outside MDU.

All members of the examining committee represent examiners of the licentiate thesis.

The examining committee must constitute a quorum when all appointed members are present. In cases where the examining committee does not agree a majority decision applies. A Pass grade must be justified in writing if the examining committee has been divided in its decision.

Otherwise, the same rules apply as for an external reviewer in public defences, see Section [11.2.2](#).

### **11.4.3 Reserve member of the examining committee at the licentiate seminar**

A reserve member to the examining committee should be appointed in connection with the defence of a licentiate thesis. In the event that a reserve member is appointed, the same rules and requirements apply to the reserve member as to the ordinary member.

### **11.4.4 Grades for a licentiate thesis**

The same rules and requirements apply to grades for the doctoral thesis, See Section [11.2.5](#).

#### **11.4.5 Title of qualifications for degrees at third-cycle level at MDU**

MDU uses the title of qualification Degree of Philosophy of Science and the Degree of Licentiate. The prefix in the title of qualification corresponds to the third-cycle subject area in question.

If the title of the degree awarded for the third-cycle student's first-cycle or second-cycle studies is different from that corresponding to the third-cycle subject area, the doctoral student may apply to the Faculty Board to have this title used for the third-cycle qualification also. Such an application must be made in connection with the application for a public defence or defence of a licentiate thesis and must be justified.

#### **11.5 Degree certificate**

A doctoral student who meets the requirements for a third-cycle qualification must upon request receive a degree certificate from the University in accordance with Chapter 6, Section 9 of the Higher Education Ordinance.

#### **11.6 Remuneration for the reviewer, faculty opponent and examining committee for a public defence or licentiate seminar**

At MDU the following recommendations for levels of remuneration apply for the faculty opponent, reviewer and the external members of the examining committee who do not have employment at the University.

- Remuneration for an external reviewer at a mid-way review, 5000 SEK plus reimbursement of expenses.
- Remuneration for an external final reviewer prior to a public defence, 7000 SEK plus reimbursement of expenses.
- Remuneration for a faculty opponent at a public defence, 10000 SEK plus reimbursement of expenses.
- Remuneration for an external member of the examining committee at a public defence, reimbursement of expenses.
- Remuneration for an external final reviewer prior to a licentiate seminar, 3000 SEK plus reimbursement of expenses.
- Remuneration for an external member of the examining committee at a licentiate seminar, reimbursement of expenses.
- Remuneration for an external examining committee member who is given a task as a the faculty opponent at a licentiate seminar, 5000 SEK plus reimbursement of expenses.

Furthermore, the Faculty Board has decided that remuneration should not be paid to an employee or affiliated person at MDU who acts as a final seminar reviewer, external reviewer or examining committee member at a public defence, licentiate seminar or mid-way review.

The School decides itself what remuneration shall be paid but should follow the recommended remuneration levels. If deviations from the above levels occur, the remuneration should not be so unreasonable so that a suspicion of bribery or lack of judgement regarding the quality of the doctoral thesis and licentiate thesis exists.

## **12 Employment as a doctoral student**

The fifth chapter of the Higher Education Ordinance deals with employment as a doctoral student. The Ordinance enables the University to establish specific posts for doctoral students. One requirement for being employed as a doctoral student is that the person is or has been admitted to third-cycle studies pursuant Chapter 5, Section 1 and 3 of the Higher Education Ordinance. Further the ability of the student to benefit from third-cycle studies must be considered pursuant to Chapter 5, Section 5 of the Higher Education Ordinance.

A doctoral studentship must be a full-time position. A doctoral student may, however, request a part-time post, but for no less than 50 per cent of a full-time post pursuant to Chapter 5, Section 3a of the Higher Education Ordinance.

Appointment as a doctoral student will apply for an indefinite period, though for no longer than until a specified date and never for more than one year after the award of a Degree of Doctor or a Doctorate in the fine, applied and performing arts pursuant to Chapter 5, Section 7 of the Higher Education Ordinance. The initial appointment may apply for no longer than one year and may thereafter be renewed for no more than two years at a time. A doctoral studentship may last for no more than eight years; the total employment period may not, however, exceed the time corresponding to four years of full-time study pursuant to Chapter 5, Section 7 of the Higher Education Ordinance.

The time spent studying by the third-cycle student admitted to third-cycle studies must be deducted from the above-mentioned periods of employment according to Chapter 5, Section 7 of the Higher Education Ordinance.

The total period of employment may exceed that stated if special grounds exist. Such reasons may be a leave of absence due to illness, leave of absence for service in the defence forces or for positions of trust in trade unions and student organisations or parental leave, according to Chapter 5, Section 7 of the Higher Education Ordinance.

For doctoral studentships whose courses or study programmes are to be concluded with the award of a Degree of Licentiate or a licentiate degree in the fine, applied and performing arts, the total employment period may not exceed

the time corresponding to two years of full-time study pursuant to Chapter 5, Section 7 of the Higher Education Ordinance. Otherwise the same regulations apply as above.

### **12.1 Advertising for doctoral studentships**

Information about vacant doctoral studentships must be given in the form of advertising or some equivalent procedure pursuant to Chapter 5, Section 5 of the Higher Education Ordinance. Such information need only be provided if appointment to a doctoral studentship is to be made in connection with admission to a third-cycle studies pursuant to Chapter 5, Section 5 of the Higher Education Ordinance.

### **12.2 Teaching and School administrative duties**

A doctoral student who is employed as a doctoral student must primarily devote themselves to their own third-cycle education according to Chapter 5, Section 2 of the Higher Education Ordinance. Doctoral students may work to a limited extent with educational tasks, research, artistic research and development and administration pursuant to Chapter 5, Section 2 of the Higher Education Ordinance. Duties of this kind may not comprise more than 20 per cent of a full time post before a Degree of Doctor or a doctorate in the fine, applied and performing arts has been awarded pursuant to Chapter 5, Section 2 of the Higher Education Ordinance.

### **12.3 Secondary employment**

A doctoral student appointed to a doctoral studentship is an employee of a public authority under the Government and is thus bound by the rights and obligations following the Public Employment Act (1994:260), *LOA*.

The doctoral student may thereby not hold any secondary employment, in the form of an assignment or undertake any activity that may undermine the credibility for the doctoral student or any other employee's (at MDU) impartiality at work or that may damage MDU's reputation according to Section 7 of the Public Employment Act.

According to the collective agreement, employees at the University may not have secondary employment that is judged to inhibit their work or is deemed to be competitive.

MDU has specified what is considered to be permitted and prohibited secondary employment. For more information please see the University's guidelines for secondary employment. The University has the right, according to the law, to decide that a doctoral student must cease with or not undertake such secondary employment that is included in the University's policy of non-permissible secondary employment. The decision must be in writing and be justified pursuant to Section 7-7c of the Public Employment Act.

## **12.4 Professional misconduct/Neglect of duties**

A disciplinary measure for professional misconduct may be imposed upon a doctoral student appointed to a doctoral studentship who intentionally or by carelessness neglects their obligations pursuant to Section 14 of the Public Employment Act. If the neglect is minor, no disciplinary measure may be imposed. With a disciplinary measure what is meant is a warning or deduction from pay. Deduction from pay may be made comprising at most 30 days and may not amount to more than 25 % of the daily wage pursuant to Section 15 of the Public Employment Act. A disciplinary measure may not be imposed for participating in a strike or in comparable industrial action. Also several disciplinary measures may not be imposed simultaneously pursuant to Sections 14 and 15 of The Public Employment Act.

Matters regarding neglect of duty are decided upon by MDU's Staff Disciplinary Board (*PAN*).

If a doctoral student appointed to a doctoral studentship who is suspected of having committed an offence on reasonable grounds in their employment regarding neglect of duty, bribery, a breach of confidentiality, or other offence which can be considered to result in a measure other than fines, this must be reported for prosecution in accordance with Section 22 of The Public Employment Act.

A doctoral student who, in the case of an official decision (such as an examination decision) intentionally or by carelessness disregards the regulations pertaining to the assignment can be sentenced for professional misconduct pursuant to Chapter 20, Section 1 of the Penal Code (1962:700).

## **12.5 Insurance**

Doctoral students appointed to a doctoral studentship have the same insurance cover as other employees at MDU.

## **12.6 Holidays**

Doctoral students appointed to a doctoral studentship have the same conditions of leave as other employees at MDU.

# **13 Withdrawal of resources and expulsion of doctoral students**

## **13.1 Withdrawal of resources**

MDU must withdraw supervision and other resources for doctoral students who to a significant extent disregard their commitments in the individual study plan according to Chapter 6, Section 30 of the Higher Education Ordinance. An assessment of such a decision is made after the doctoral student and their



principal supervisor and supervisor have been given the opportunity to comment on the matter, and on the basis of these reports and other available information. When making an assessment, it must also be considered if MDU has fulfilled its commitments in the individual study plan. A decision on the matter must be made by the Vice-Chancellor and may not be delegated pursuant to Chapter 6, Section 36 of the Higher Education Ordinance. The decision must be in writing and justified according to Chapter 6, Section 30 of the Higher Education Ordinance.

Resources may not be withdrawn from doctoral students holding doctoral studentships for the period in which the doctoral student has been appointed to a doctoral studentship pursuant to in accordance with Chapter 6, Section 30 of the Higher Education Ordinance.

The entitlement to recover supervision and other resources that have been withdrawn in accordance with Chapter 6, Section 30 of the Higher Education Ordinance can be obtained on application to the Vice-Chancellor pursuant to Chapter 6, Section 31 of the Higher Education Ordinance. The doctoral student must then demonstrate convincingly, by presenting new study results of considerable quality and scope, or in some other way showing a capacity for fulfilling their remaining commitments in the individual study plan pursuant to Chapter 6, Section 31 of the Higher Education Ordinance.

## **13.2 Expulsion**

If a palpable risk is considered to exist that a doctoral student could cause injury to another person or damage valuable property during their studies and that the student suffers from a mental disorder, abuses alcohol or drugs, or has been found guilty of a serious crime, the doctoral student can be compelled to terminate their education until further notice by what is known as expulsion pursuant to Chapter 4, Section 6 of the Higher Education Act.

Issues relating to expulsion will be heard by the Higher Education Expulsions Board, (*HAN*), in accordance with Chapter 4, Section 7 of the Higher Education Act. The Board's decision may be appealed against by the doctoral student and the University to the general administrative courts. A decision on expulsion can be reviewed by the Higher Education Expulsions Board, after two years at the request of the expellee pursuant to Chapter 4, Section 7 of the Higher Education Act.

## **13.3 Disciplinary measures against doctoral students**

Disciplinary measures may be taken in accordance with Chapter 10, Section 1, of the Higher Education Ordinance against students who:

- use prohibited aids or other methods to attempt to deceive during examinations or in the assessment of other forms of study performance
- disrupt or impede teaching, tests or other operations, within the

framework of courses and study programmes at the University,

- disrupt activities in the University Library or any other separate establishment at the University, or
- expose another student or employee to harassment or sexual harassment such as that which is referred to in Chapter 1, Section 4 of the Discrimination Act (2008:567).

This also applies to doctoral students. Disciplinary matters are dealt with by MDU's Disciplinary Board and the student has the right to be heard on the matter and also to be present when others address the Disciplinary Board on the matter, unless there are special grounds to the contrary pursuant to Chapter 10, Sections 9–11 of the Higher Education Ordinance.

Disciplinary measures may not be invoked more than two years after the offence has been committed pursuant to Chapter 10, Section 1 of the Higher Education Ordinance. The disciplinary measures comprise warnings or suspension pursuant to Chapter 10, Section 2 of the Higher Education Ordinance. A suspension comprises one or more periods but must not exceed six months pursuant to Chapter 10, Section 2 of the Higher Education Ordinance. A suspension decision means that the student is prohibited from participating in instruction, examinations or other activities in the study programme. Further, a suspension decision means that the student is denied access to their email account at MDU.

A decision taken by a Disciplinary Board on disciplinary action to suspend or warn a student may be appealed against to a public administrative court pursuant to Chapter 12, Section 3 of the Higher Education Ordinance.

### **13.3.1 Possibility for doctoral students to appeal against decisions taken by MDU**

Only certain decisions made by the University may be appealed against. The majority of these decisions can be appeal against to a separate appeals board, the Higher Education Appeals Board (ÖNH). Decisions, of relevance to third-cycle education, which may be appealed against to the Higher Education Appeals Board pursuant to Chapter 12, Section 2 of the Higher Education Ordinance are:

A decision that a doctoral student does not meet the entry requirements for admission to a course or study programme at first-cycle (Bachelor's) or second-cycle (Master's) level, and a decision not to grant an exemption from the entry requirements in cases laid down in Chapter 7, Section 3, second sentence in the Higher Education Ordinance or Section 28 of the second paragraph of the Higher Education Ordinance.

- A decision on the transfer of credits for courses and study programmes or professional activities.

- A decision to reject a doctoral student's application for exemption from a compulsory educational component.
- A decision to withdraw study resources from a doctoral student pursuant to Chapter 6, Section 30 of the Higher Education Ordinance and a decision that a doctoral student is not to recover these resources pursuant to Chapter 6, Section 31 of the Higher Education Ordinance.
- A decision to reject a doctoral student's request to be issued with a degree certificate or a course certificate.
- A decision not to grant deferment of studies to anyone admitted to a course or study programme at first-cycle (Bachelor's) or second-cycle (Master's) level, or to be allowed to resume studies after approved leave from studies.

The appeal is to be made in writing and the document addressed to the ÖNH, but should be sent to MDU at:

Mälardalen University  
Registrar  
Box 883  
721 23 Västerås  
Email: [registrator@mdu.se](mailto:registrator@mdu.se)

The appeal must arrive at MDU no later than three weeks after receipt of the decision. No appeals are allowed against the Higher Education Appeals Board's decision in accordance with Chapter 5, Section 1 of the Higher Education Act and Chapter 5 of the Higher Education Ordinance.

## **14 Interim regulations**

No interim regulations have been identified in the overhaul of the revisions.