Regulations for doctoral education at Umeå University

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Foreword

Doctoral education at Umeå University shall maintain excellent quality and successful doctoral graduates shall have good knowledge to continue their careers both within and outside the academia. Doctoral education shall be characterized by mutual respect between the university, supervisors and doctoral students. The University is constantly striving to support internationalisation at all levels, which to a large extent includes doctoral education.

Umeå University, being an inclusive university, works for gender equality, equal treatment, accessibility and diversity for staff and students. The goal is that our staff and the students should feel comfortable in their working environment and that the university shall be an environmentally conscious institution. Doctoral education shall be based on such fundamental values expressed by the policy programmes.

Umeå University has an overall responsibility for its doctoral students. The Vice-Chancellor supervises the studies, establishes subjects and makes decisions pertaining to the withdrawal of resources from doctoral students. Each faculty board is in addition to what is stated in this set of rules and regulations responsible for the quality and efficiency of the education, but also for general structure and follow-up as well as to ensure the availability of relevant information regarding the education. The Deans have a more operative responsibility for decisions at faculty level.

The document *Regulations for Doctoral Education at Umeå University* includes the local rules and regulations in one document, providing greater convenience for all concerned. The regulations can be further defined and supplemented within the faculties.

Lena Gustafsson
Vice-Chancellor

Marianne Sommarin
Deputy Vice-Chancellor for Doctoral studies
Innehåll

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1 Introduction

At Umeå University, doctoral education is based on both national and local regulations. The national provisions, in this case primarily the Higher Education Act (1992:1434) and the Higher Education Ordinance (1993:100), (HEO) establish the framework for the education. The local regulations for the education at Umeå University build upon these. Supervisors and doctoral students should follow both national and local regulations. Doctoral education is named third-cycle studies in the Higher Education Ordinance.

Routines and relationships involving responsibilities must be clear, structured, and legally valid both for doctoral students and for the university. Umeå University’s governance of education and decision making must be legally valid and characterised by respect for all who are affected by or involved in the education. The fundamental assumptions for carrying out and effectuating the education must be the same without regard to faculty or department.

Admission to doctoral education is governed by Umeå University’s Admission Regulations for Doctoral Education established by the University Board. These regulations are not included in this document. The admission regulations regulate application and admission, eligibility and selection, with financing of Doctor of Philosophy and Licentiate as the primary objective. The terms and conditions for individual study plans and supervision are specified in connection with the admission procedure.

In addition to the rules governing admission and the regulations for education at the doctoral level, the education is also subject to other university-wide regulations, for example:
1) Vice-chancellors delegation of authority (only in Swedish),
2) Local rules on examinations,
3) Administrative Procedure for documentation of information in Ladok at the doctoral level at Umeå University (only in Swedish),
4) Procedure for the withdrawal of resources from doctoral students at Umeå university,
5) Administrative Procedure for Umeå University’s participation in collaborations with other universities resulting in a joint degree at doctoral level,
6) Administrative Procedure for Umeå University’s participation in collaborations with other universities resulting in a double degree at doctoral level and
7) Rules for externally funded scholarships at Umeå University.

The education is also covered by other regulations and policy documents which apply to all employees and students at Umeå University, e.g., Open Access-policy for academic publications, Plan for gender equality and equal treatment, and regulations relating to procedures in the event of complaints of academic dishonesty and disciplinary regulations.

Regulations for doctoral education replace all previous decisions by the Vice-Chancellor regarding regulations for doctoral education at Umeå University. The Vice-Chancellor’s delegation of authority for Umeå University governs decision-making processes and delegation. The education is also regulated by the faculties and other offices’ delegation of authority.

* This document has been translated into English. In case of divergence of meaning between the English and Swedish wording of this document, the Swedish wording shall prevail.
2 General study syllabus

The Higher Education Ordinance
Chapter 6, section 26
For each subject in which third-cycle courses or study programmes are offered a general study syllabus is required. Ordinance (2010:1064).
Chapter 6, section 27
A general study syllabus shall indicate the following: the main content of the study programme, specific entry requirements and any other regulations required. Ordinance (2010:1064).

Vice-Chancellor’s delegation of authority
Vice-Chancellor’s delegation to the Faculty Board
Chapter 3.2.2.1 Decision to establish a general syllabus for doctoral education. MAY NOT BE DELEGATED.
Chapter 3.2.2.2 Establish specific terms of eligibility for doctoral education subjects.
Vice-Chancellor’s delegation to the Dean
Chapter 3.3.3.1. Make decisions regarding credit transfer at doctoral education.
Chapter 3.3.3.2. Provide opinion in appeal cases regarding credit transfer at doctoral education. MAY NOT BE DELEGATED.
Chapter 3.3.3.3. Make decisions regarding credit transfer from second year of Master degree to doctoral education. MAY NOT BE DELEGATED.

In addition to national regulations and the Vice-Chancellor’s delegation of authority, the following applies to general syllabi.
- General syllabuses for education at the doctoral level must be available at every department and on the home page of the responsible faculty.
- When announcing a vacant position, the general syllabus for the subject for which admission will occur shall be made available.

Content
General syllabuses for the different doctoral education subjects shall include the following basic content, which is crucial in order to achieve best results from the studies.
- Date of establishment.
- Validity period.
- Any interim regulations.
- The national qualifications with regards to knowledge, understanding, proficiency and ability, as well as attitude and the capacity to assess. The national qualifications for each degree are specified in the Higher Education Ordinance’s System of Qualifications, appendix 2, and appendices to the regulations.
- Additional intended learning outcomes to cover different subjects.
- In addition, the learning outcomes for various subject specializations shall be specified.
- Entry requirements and other conditions for general eligibility and specific eligibility which apply for admission. National requirements for general and specific eligibility are specified in chapter 7, sections 39-40 in the Higher Education Ordinance.
- Any additional requirements specified in the degree description for a given subject specialization.
- What is true in terms of selection and criteria to be followed in relation to the applicant’s ability to benefit from the programme. The fact that an applicant is deemed to receive credits from previous education or professional experience may not give the applicant priority over other applicants.
- Primary setup of studies up to Licentiate or doctoral degree.

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• Distribution of credits between courses and thesis.
• Obligatory courses.
• Qualification requirements.
• The possibility to terminate the doctoral studies with a Licentiate.
• Reference to applicable provisions for the education.

3 Individual study plan

<table>
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<tr>
<th>The Higher Education Ordinance</th>
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<tr>
<td>Chapter 6, section 29</td>
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<tr>
<td>An individual study plan shall be drawn up for each doctoral student. This plan shall contain the undertakings made by the doctoral student and the higher education institution and a timetable for the doctoral student's study programme. The plan shall be adopted after consultation with the doctoral student and his or her supervisors. The individual study plan shall be reviewed regularly and amended by the higher education institution to the extent required after consultation with the doctoral student and his or her supervisors. The period of study may only be extended if there are special grounds for doing so. Such grounds may comprise leave of absence because of illness, leave of absence for service in the defence forces or an elected position in a trade union or student organization, or parental leave. Ordinance (2010:1664).</td>
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<tr>
<th>Vice-Chancellor's delegation of authority</th>
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<td>Vice-Chancellor's delegation to the Dean</td>
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<td>Chapter 3.3.7.14 Decision on guidelines for establishment and follow-up of individual study plans. MAY NOT BE DELEGATED.</td>
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<tr>
<td>Chapter 3.3.7.15 Establish and follow up individual study plans.</td>
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In addition to national regulations and the Vice-Chancellor's delegation of authority, the following applies to individual study plans.

3.1 Establishment

• For each doctoral student, a draft for an individual study plan shall be drawn up by the doctoral student and the principal supervisor.
• The individual study plan shall be drawn up in connection with application or upon admission to doctoral education.
• Changes in the draft takes places after having consulted the doctoral student and the principal supervisor.
• The Dean or the person delegated thereto shall make a decision on the establishment of each individual study and financing plan.
• The Dean makes decisions pertaining to guidelines for establishment and follow-up.

3.2 Content

• The forms and the frequency of supervision shall be specified in the individual study plan.
• The doctoral student’s undertakings must be documented in the individual study plan.
• Each doctoral student’s individual intended learning outcomes shall be recorded in the individual study plan.
• The individual intended learning outcomes shall follow the learning outcomes listed in the general syllabus.
• A financing plan for the entire study length shall be attached to the individual study plan upon admission.
• When the doctoral student is admitted to doctoral education with a Licentiate exam as a primary objective, special justification for this must be recorded in the individual study plan.
• The international experiences that the doctoral student is expected to achieve shall be documented in the individual study plan.
• All courses which are to be examined and included in the examination certificate must be documented in the individual study plan.
• All extensions granted for special reasons in accordance with the Higher Education Ordinance shall be recorded in the individual study plan.

3.3 Follow-up

• The principal supervisor and doctoral student conduct a follow-up of the individual study plan at least once per year or earlier.
• For doctoral students who have been admitted after 1 January 2014 the principal supervisor, the doctoral student and a reference group will conduct a follow up of the individual study plan at least once per year.
• The Dean or the person delegated thereto is responsible for ensuring that the yearly follow-up of the individual study plan is conducted and appointed.
• The head of department or another person delegated thereto will be responsible for the date of the follow up of the individual study plan being documented in Ladok at the doctoral level.
• The Dean shall ensure that written compilations of all individual study plans for each faculty are available by 20 January each year, where deviations from the follow-up requirement must have special justification.

3.4 Deviations from individual study plans

• If a doctoral student does not fulfil his or her undertakings and deviates from the individual study plan, the deviation must be carefully documented in the individual study plan.
• The documentation must state in what way the deviation occurred, what measures are planned as a result of the deviation, and the revisions of the individual study that have been decided upon as a result of the deviation.
• The Dean will be responsible for investigating and effectuating any measures in those cases where a doctoral student and a supervisor are not agreed as to whether they are fulfilling their undertakings pursuant to the individual study plan.
• When justified, the Dean can draw up an individual study plan.
• When justified, the Dean can make changes to individual study plans.

4 National qualifications and learning outcomes

The Higher Education Ordinance’s regulations governing examinations contain the qualifications for the doctoral examination and the licentiate examination.
• The qualifications must be complied with when the examination at doctoral level is given. The outcomes describe knowledge, proficiency and competence which the doctoral student must have achieved at the time of the examination.
• The outcomes are adapted to each individual doctoral student by means of being formulated as individual learning outcomes. The individual learning outcomes derive from each doctoral student’s qualifications and from the character of the thesis project.
• A supervisor and a doctoral student will plan and formulate the individual learning outcomes on the basis of what the doctoral student is to be examined on, as set against the national qualifications (see Chapter 3.2).
• The examination must be accomplished either by means of approved courses or by activities within the thesis work which will then be examined at the public thesis defence.

5 Supervision

The Higher Education Ordinance
Chapter 6, section 28
At least two supervisors shall be appointed for each doctoral student. One of them shall be nominated as the principal supervisor. Doctoral students are entitled to supervision during their studies unless the vice-chancellor has decided otherwise by virtue of Section 30. A doctoral student who so requests shall be allowed to change supervisor. Ordinance (2010:1064).

Chapter 6, section 30
If a doctoral student substantially neglects his or her undertakings in the individual study plan, the vice-chancellor shall decide that the doctoral student is no longer entitled to supervision and other study resources. Before such a decision is made, the doctoral student and the supervisors shall be given an opportunity to make representations. The case shall be considered on the basis of their reports and any other records available. The assessment shall take into account whether the higher education institution has fulfilled its own undertakings in the individual study plan. A written record of the decision shall be made, which is to include reasons for the decision.

Resources may not be withdrawn for any period in which the third-cycle student has been appointed to a doctoral studentship or is receiving a doctoral grant. Ordinance (2010:1064).

Chapter 6, section 31
If study resources have been withdrawn pursuant to Section 30, the doctoral student may, on application to the vice-chancellor, recover his or her entitlement to supervision and other resources. The doctoral student must then demonstrate convincingly, by presenting prospective study results of considerable quality and scope or in some other way, that he or she can fulfil his or her remaining undertakings in the individual study plan. Ordinance (2010:1064).

Chapter 6, section 36
The vice-chancellor may not delegate decisions pursuant to Sections 30 & 31. Ordinance (2010:1064).

Vice-Chancellor’s delegation of authority
Vice-Chancellor’s delegation to the Dean
Chapter 3.3.7.8 Appointment of supervisors and assistant supervisor. MAY NOT BE DELEGATED FURTHER THAN TO THE HEAD OF THE DEPARTMENT.
Chapter 3.3.7.9 Making decisions to change supervisors at the request of the doctoral student. MAY NOT BE DELEGATED FURTHER THAN TO THE HEAD OF THE DEPARTMENT.
Chapter 3.3.7.16 Draw up agreements with other higher education institutions and actors when external supervision is enlisted.

In addition to national regulations and the Vice-Chancellor’s delegation of authority, the following applies to supervision.
5.1 Requirements for supervision

- The Faculty board is responsible for ensuring that the requirements for supervision are met.
- The Faculty board is responsible for ensuring that supervisors have taken the doctoral supervisor’s course at Umeå University or the equivalent at another higher education institution.
- In the appointment of a supervisor, conflict of interests must be particularly taken into account.
- The head of department must ensure that a doctoral student always has a principal supervisor and at least one assistant supervisor.
- All supervisors must have a doctoral degree as a minimum, and at least one of them must be a docent.
- At least one of the supervisors must have an employment for an indefinite period as a teacher at Umeå University, within the department where the supervision takes place.
- At least one of the supervisors must have taken the course organised by Umeå University for supervisors or have been deemed to have proved equivalent expertise or pedagogical qualifications from another higher education institution.

5.2 Reference group

- Each doctoral student that is admitted after 1 Jan 2014 shall have access to a reference group. Normally, this includes at least 2 of the supervisors and at least one scientifically qualified university teacher without any connection to the doctoral student’s research project.
- The reference group meets the doctoral student at a formal meeting in connection with following up on the individual study plan, i.e. at least once per year.
- The reference groups’ minutes must be summarised and commented upon in the faculties’ annual reports of activities.

5.3 Responsibility

- The principal supervisor is responsible for ensuring that the research project is designed in consultation with the doctoral student, that courses and other elements are completed and that the specified individual intended learning outcomes are graded as specified in both general and individual study plans.
- The principal supervisor and assistant supervisor are responsible for mediating and giving advice to national and international contacts and ensuring the doctoral student is afforded the opportunity of study visits and participation in conferences.
- The supervisors must study Umeå University’s regulations and policies.
- The supervisors must behave in a professional manner so that equality is promoted and all forms of inappropriate discrimination are counteracted.

5.4 Supervision hours

- A full-time doctoral student shall be provided with continuous supervision adapted to their specific needs of a minimum 100 working hours per year during the equivalent 4-year full-time studies. A part-time doctoral student shall be provided with supervision to the extent he or she is active, for a maximum of 8 years.
- The supervision hours include the time which the supervisors and doctoral student spend on the latter's studies, e.g., the research project, courses and discussion on progress. The supervision hours also include editing, establishment and follow-up of the individual study plan and planning of
seminars and public defence of doctoral thesis/licentiate seminar.
• The supervision hours shall be divided between the principal and assistant supervisors on the basis of the doctoral student’s needs.
• The number of hours spent on supervision shall be included in the supervisors’ normal working hours and documented in the personnel planning.

5.5 Change of supervisor

• A doctoral student who requests a change in supervisor will report this to the head of department at the department where the doctoral student is registered.
• In the event of a change of supervisor, the intended university’s common form is to be used.
• The form for change of supervisor is to be archived at the department.
• The request for a change of supervisor must be dealt with speedily.
• The change of supervisor will be documented in Ladok by the department where the change has occurred.
• The individual study plan must be revised as soon as the change has occurred. The revision will occur together with the incoming supervisor. The revised individual study plan will be confirmed thereafter by the Dean or the person delegated thereto.
• The department will report to the faculty annually, in the annual report, on the number of changes.
• The head of department must provide clear information on what a change means.

5.6. Withdrawal of supervision and other resources

• The Vice-Chancellor makes decisions pertaining to the withdrawal of supervision and other resources in accordance with chapter 6, section 30 of the Higher Education Ordinance following investigation in accordance with the Administrative procedure for the withdrawal of resources from doctoral students at Umeå University.
• The Vice-Chancellor decides whether the doctoral student can regain the right to supervision and other resources after applying to the Vice-Chancellor according to the chapter 6, section 31 of the Higher Education Ordinance.
• After a decision on a withdrawal of supervision and other resources pursuant to The Higher Education Ordinance, Chapter 6, Section 30, this must be documented as an administrative discontinuance in Ladok.
• Decisions on withdrawal of supervision and other resources can be appealed to the Higher Education Appeals Board.

6 Examiner

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<tr>
<td>Chapter 6, section 18</td>
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<tr>
<td>Examinations that form part of third-cycle courses and study programmes shall be assessed in accordance with the grading system prescribed by the higher education institution.</td>
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<td>The grade shall be determined by a teacher specially nominated by the higher education institution (the examiner). Ordinance (2010:1064).</td>
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<tr>
<td>Vice-Chancellor's delegation of authority</td>
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<tr>
<td>Vice-Chancellor's delegation to the Dean Chapter. 3.3.6.1 Appointing an examiner in connection with education at basic, advanced and doctoral levels.</td>
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In addition to national regulation and the rector’s delegation, the following apply to the examiner.

Administrative procedure for documentation of information in Ladok at the doctoral level at Umeå University governs the role and responsibility of examiners in the working process for documentation in Ladok at the doctoral level.

7 Public defence of doctoral thesis

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<tr>
<td>Chapter 6, section 33</td>
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<tr>
<td>The qualification descriptors for PhD’s and doctorates in the fine, applied and performing arts lay down that an approved doctoral thesis is required for the award of these degrees.</td>
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<tr>
<td>The doctoral thesis shall be presented and defended orally in public. A faculty examiner (opponent) shall be appointed for this presentation. Ordinance (2010:1064).</td>
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<td>Chapter 6, section 34</td>
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<tr>
<td>At least one of those participating in the grading of a doctoral thesis shall be someone who does not have a post at the higher education institution awarding the degree. Ordinance (2010:1064).</td>
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<tr>
<td>Cases decided by the Vice-Chancellor</td>
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<tr>
<td>Chapter 3.1.10.1 Make decisions on public defence of doctoral thesis hosted at a university other than Umeå University.</td>
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<tr>
<td>Vice-Chancellor's delegation to the Dean</td>
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<tr>
<td>Chapter 3.3.7.4 Establish a time and place for public defence of the doctoral thesis.</td>
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<td>Chapter 3.3.7.5 Consent to exemption from electronic publication of doctoral thesis as copyright issues exist.</td>
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<tr>
<td>Chapter 3.3.7.7 Decision on chairperson, faculty examiner and examining committee for each individual public defence of a doctoral thesis. MAY NOT BE DELEGATED.</td>
</tr>
<tr>
<td>Vice-Chancellor's delegation to the Library Director</td>
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<tr>
<td>Chapter 3.5.1.1 Make decisions pertaining to electronic notification of the date of the defence of a doctoral thesis.</td>
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In addition to national regulation and the Vice-Chancellor’s delegation of authority, the following apply to the time and place for the public defence of a doctoral thesis, notification of the public defence of a doctoral thesis, publication of a doctoral thesis, public defence of a doctoral thesis, chairperson, faculty examiner, examining committee and grade of the doctoral thesis.

7.1 Time and place for public defence of the doctoral thesis

- No later than 12 weeks prior to the planned public defence of the doctoral thesis, a preliminary time is booked and suggestions for the faculty examiner and the examining committee are submitted, along with a preliminary title for the thesis. A preliminary time is booked with the Dean in accordance with the respective faculty's procedures. Where necessary, the preliminary booking is forwarded to other concerned parties.
- The doctoral student applies for a time and place for the public defence of the doctoral thesis using the general university form, no later than 8 weeks prior to the proposed time.
- Under normal circumstances, the public defence of the doctoral thesis shall take place during office hours and semester time.
- In exceptional cases it may take place between 15 August and the start of semester or between the end of semester and 15 June.
- The defence shall under normal circumstances take place at Umeå University.
- When there are special grounds, there may be exceptions in which it can take place at another higher
education institution, provided that the doctoral student has conducted the majority of his/her studies at this university and provided that it takes place in an academic environment which ensures satisfactory academic examination.
• If it is deemed that special grounds exist, the doctoral student must apply to the Vice-Chancellor for permission to publically defend the doctoral thesis at another higher education institution and attach certification from the Dean that such grounds exist.
• If the Dean is the supervisor, the Pro-Dean decides the time and place for public defence of the doctoral thesis.

7.2 Publication of a doctoral thesis

• Doctoral theses shall be published electronically and in print. Information on doctoral theses is registered in Umeå university’s publication database.
• Information and publishing in Umeå university’s publication database is executed in accordance with instructions from the Umeå University Library.
• Under normal circumstances, doctoral theses shall be published electronically in full text form in Umeå university’s publication database.
• A printed copy must, pursuant to the applicable documentation plan, RA-FS 2007:1, be archived at the department involved.

7.3 Notification

• The date of a public defence of a doctoral thesis is notified through electronic publication in good time; no later than 3 weeks before the defence and on working days during the period 15/8 to 15/6.
• The electronic publication of the defence date is executed in accordance with instructions from the University Library.
• The notification is made when the doctoral thesis is published in Umeå university’s publication database.
• Upon notification, there must be a sufficient number of copies of the doctoral thesis to facilitate a satisfactory examination of the thesis before the defence.
• All doctoral theses are posted on the notice board at the University Library from the day of the announcement.

7.4 Chairperson

• For each individual public defence of a doctoral thesis, a chairperson shall be appointed.
• The person appointed as chairperson for the defence must be a scientifically qualified teacher at Umeå University. The supervisor is not normally appointed.
• If the Dean is the supervisor, the Pro-Dean makes the decision in matters of the appointment of chairpersons.
• The chairperson has the right to attend and participate in the examining committee’s meeting but not to have a say in their decisions.

7.5 Faculty examiner

• The faculty examiner must be a scientifically qualified person, normally at least equivalent to a docent.
• If the Dean is the supervisor, the Pro-Dean makes the decision to appoint the faculty examiner.
• Under normal circumstances, the faculty examiner shall not be active at Umeå University.
• The faculty examiner has the right to attend and participate in the examining committee’s meeting but not to have a say in its decision.

7.6 Examining committee

• An examining committee must be appointed for every individual public defence of a doctoral thesis. Normally a deputy is also appointed.
• If the Dean is the supervisor, the Pro-Dean makes the decision to appoint the examining committee.
• The examining committee must consist of 3 or 5 scientifically qualified members, normally at least equivalent to a Docent.
• At least one person on the examining committee must not be employed or active at Umeå University.
• If the examining committee consists of 3 members, only 1 may be from the department in which the doctoral student has been primarily active. If the examining committee consists of 5 members, a maximum of 2 may be from the department in which the doctoral student has been primarily active.
• An even balance between the sexes should be sought after when appointing the examining committee.
• The examining committee forms a quorum when all members are present.
• The examining committee appoints a chairman within the group.
• The examining committee makes a decision regarding the grade for each individual doctoral thesis and its defence.
• The supervisor has the right to attend the examining committee’s meeting but not to have a say in their decisions.

7.7 Grade

• The grade for a doctoral thesis shall be decided by the examining committee.
• The doctoral thesis shall be graded either a pass or a fail.
• When grading, consideration shall be taken to both the content and the public defence of the doctoral thesis.
• The examining committee’s decision with regard to the grade shall reflect the majority opinion among the members.
• The examining committee decides if the grade is justified. If the examining committee is not in agreement in terms of the grade, the grade must always be justified. If the thesis is failed, this must always be justified.

8 Licentiate seminar

Vice- Chancellor's delegation of authority
Vice- Chancellor's delegation to the Dean
Chapter 3.3.7.6 Decision on the chairperson, examining committee and faculty opponent for the licentiate seminar.

In addition to the Vice-Chancellor's delegation of authority, the following applies to the time and place for the licentiate seminar, announcement and publication of the academic paper for the Licentiate,
chairperson, faculty examiner and examining committee for the licentiate seminar and grade for the licentiate thesis.

8.1 Time and place for the licentiate seminar

- No later than 12 weeks prior to the licentiate seminar, a preliminary booking is made and proposals for the chairperson, possible faculty examiner and the examining committee. The preliminary time is booked with the Dean in accordance with the respective faculty's procedures. Where necessary, the preliminary booking is forwarded to other concerned parties.
- Under normal circumstances, the licentiate seminar shall take place during office hours and semester time. In exceptional cases it may take place between 15 August and the start of term or between the end of term and 15 June.
- If the Dean is the supervisor, the Pro-Dean makes the decision about time and place.

8.2 Publication of the licentiate thesis

- Theses for the Licentiate shall normally be registered and archived in Umeå university’s publication database. Under normal circumstances, the text shall also be published in Umeå university’s publication database. Decisions pertaining to full text publication are made by the respective faculty and department. The licentiate thesis can also be published in print. Information on how the licentiate theses are to be registered in Umeå university’s publication database is formed in accordance with instructions from the Umeå University Library.

8.3 Notification

- The licentiate thesis must be available at the department in which the doctoral student is active no later than 2 weeks before the defence. Time and place for the licentiate seminar is set no later than one week prior to the event.

8.4 Licentiate seminar and chairperson

- The licentiate thesis shall be defended at a public seminar at the department in which the doctoral student is active.
- The chairperson must be a scientific qualified teacher at Umeå University. A faculty examiner can also be appointed. If no faculty examiner is appointed, a chairperson who does not work at the department in which the doctoral student has been registered, shall lead the discussion.
- If the Dean is the supervisor, the Pro-Dean makes the decision about the chairperson.
- The chairperson has the right to attend the examining committee’s meeting but not to have a say in their decisions.

8.5 Faculty examiner and examining committee

- If a faculty examiner is appointed, he/she must be an scientific qualified person holding a doctoral degree.
- If the Dean is the supervisor, the Pro-Dean makes the decision in matters of the appointment of faculty examiner.
• If a faculty examiner is appointed, he/she shall under normal circumstances not be employed at the department in which the doctoral student has been registered. The faculty examiner has the right to attend the examining committee’s meeting but not to have a say in their decisions.
• If the Dean is the supervisor, the Pro-Dean makes the decision in matters of the appointment of examining committee.
• The examining committee must consist of 3 scientifically qualified members holding doctoral degrees. Normally a deputy is also appointed among the staff at Umeå University.
• Only 1 person may be from the department in which the doctoral student is active.
• An even balance between the sexes should be sought after when appointing the examining committee.
• The examining committee forms a quorum when all members are present.
• The examining committee appoints a chairman within the group.
• The supervisor has the right to attend examining committee’s meeting but not to have a say in their decisions.

8.6 Grade

• The grade for the licentiate thesis is suggested by the examining committee. The licentiate thesis shall be graded either a pass or a fail. When grading, consideration shall be taken to both the content and the public defence of the licentiate thesis.
• If the examining committee is divided in its decision on the grade or if the licentiate thesis is failed, this must always be justified.
• The grade will be determined by the appointed examiner.

9 Degree certificate

The Higher Education Ordinance
Chapter 6, section 9
A student who fulfils the requirements for the award of a qualification shall, upon request, be provided with a certificate. Ordinance (2006:1053).
Chapter 6, section 10
In the certificate the higher education institution shall indicate
1. the title of the qualification
2. the cycle in which it was awarded
3. if the qualification forms part of a joint degree as laid down on section 17 of Chapter 1 of the Higher Education Act (1992:1434)
4. the first and second-cycle courses taken for award of the qualification, and
5. at which higher education institution the courses laid down in the item 4 or corresponding third-cycle courses and programmes have been completed.
A translation of the title of the qualification to one or several languages may be included in the certificate.

The Swedish National Agency for Higher Education may issue more detailed specifications of the contents of a diploma supplement as laid down in 1 above. Ordinance (2011:687).
Chapter 6, section 11
If a certificate is awarded for a study programme undertaken at more than one higher education institution, it shall be awarded by the institution at which it was completed by the student. This does not apply, however, if the higher education institutions involved have reached some other agreement or the higher education institutions shall jointly issue a joint degree pursuant to Section 17 of Chapter 1 of the Higher Education Act (1992:1434). Ordinance (2009:1068).

Vice-Chancellor’s delegation of authority
Vice-Chancellor’s delegation to the University Director
Chapter 3.4.2.1 Make decisions and issue degree certificates in term of Bachelor, Master and Doctoral level education, as well as establishing forms for these certificates.
### 3.4.2.3 Submit opinions in appeal ceases that involve rejections of application for a degree certificate at the Bachelor, Master and Doctoral level.

In addition to national regulations and the Vice-Chancellor’s delegation of authority, the following applies to degree certificate.

- Doctoral students apply for a degree certificate at the Studentcentrum/Examina. The certificate can be obtained after requirements for the degree have been fulfilled.
- The degree certificate includes the name of the degree, subject, thesis title and completed courses or other examinations registered in Ladok.
- Appendices to the degree certificate include an English-language Diploma Supplement that describes the education, how the Swedish Higher Education system is organized and the national qualifications for a Licentiate degree and a Doctorate degree.

### 10 Joint and double degrees

**The Swedish Higher Education Act**  
Chapter 1, section 17.  
A higher education institution listed in the annex to this Act may award a joint degree together with  
1. another higher education institution,  
2. an independent course provider entitled to award a qualification pursuant to the Act Concerning Authority to Award Certain Qualifications (1993:792), or  
3. a higher education institution outside Sweden that is not a physical individual.  
The term joint degree refers to a qualification that may be awarded by the higher education institutions that have jointly organised courses and programmes that can lead to the award of the qualification. These courses and programmes must be offered through the educational cooperation of the institutions referred to in the first paragraph above.  

**The Higher Education Ordinance**  
Chapter 6, section 11  
A higher education institution may take part in educational cooperation pursuant to the second paragraph of Section 17 of Chapter 1 of the Higher Education Act (1992:1434) only if this cooperation is based on a written agreement. An agreement of this kind may only be entered into by a higher education institution listed in the annex to the Higher Education Act with  
1. another higher education institution subject to the Higher Education Act,  
2. an independent course provider entitled to award a qualification pursuant to the Act Concerning Authority to Award Certain Qualifications (1993:792), or  
3. a higher education institution outside Sweden that is not a physical individual.  

**Chapter 6, section 11a**  
A higher education institution may take part in educational cooperation pursuant to the second paragraph of Section 17 of Chapter 1 of the Higher Education Act (1992:1434) only if this cooperation is based on a written agreement. An agreement of this kind may only be entered into by a higher education institution listed in the annex to the Higher Education Act with  
1. another higher education institution subject to the Higher Education Act,  
2. an independent course provider entitled to award a qualification pursuant to the Act Concerning Authority to Award Certain Qualifications (1993:792), or  
3. a higher education institution outside Sweden that is not a physical individual.  

**Chapter 6, section 11b**  
A higher education institution referred to in Section 11a may enter into an agreement as provided in the same paragraph only if the conditions stipulated in the second and third paragraphs are fulfilled.  
In the agreement the higher education institution shall ensure that  
1. every component of the programme is arranged by one of the higher education institutions party to the educational cooperation, and  
2. the components of the programme arranged by an institution other than the higher education institution itself shall also be based on an academic or artistic footing and on proven experience and shall be organised so that the programme maintains a
high standard.

The agreement shall indicate clearly
1. which component of the programme the higher education institution shall organise,
2. which component of the programme another higher education institution shall organise,
3. to which higher education institution or institutions organising components of the programme an applicant to the programme is to be admitted,
4. that the higher education institution may admit applicants only to the component of the programme arranged by the higher education institution,
5. when a student who has been admitted to a component of the programme by another higher education institution shall be considered to be a student pursuant to Section 11c,
6. that students shall be able to transfer credits for a successfully completed component of a programme at another higher education institution to the programme at the higher education institution without special review,
7. what qualification the programme can lead to at each of the higher education institutions, and

Chapter 6, section 11c
A student who has been admitted at another higher education institution to a component of the programme subject to an agreement of the kind stipulated in Section 11a shall be considered to be a student admitted to a higher education institution party to such an agreement when he or she is pursuing studies within the framework of the programme at that higher education institution. This applies only if
1. the other higher education institution organises the component of the programme to which it has admitted the student, and
2. the agreement does not stipulate that the student shall also be admitted by the higher education institution. Ordinance (2009:1068).

Chapter 6, section 11d
Credits for a component of a programme subject to an agreement of the kind laid down in Section 11a successfully completed by a student at another higher education institution shall be transferred to a programme at a higher education institution party to the agreement without special review. Ordinance (2009:1068).

Chapter 6, section 11e
A higher education institution referred to in Section 11a may award a joint degree only if
1. the student has completed a programme subject to an agreement pursuant to the same paragraph and also fulfilled the requirements for the award of a qualification at the higher education institution and at least one other higher education institution that has organised a component of the programme,
2. each higher education institution awarding a qualification included in the joint degree may confer the degree awarded by the higher education institution,
3. each qualification included in the joint degree and which is awarded by a higher education institution subject to the Higher Education Act (1992:1434) or by an independent course provider is a designated component for the same qualification as the higher education institution’s, and
4. every qualification included in the joint degree awarded by a foreign higher education institution belongs to the same cycle as at the higher education institution. Ordinance (2009:1068).

Chapter 6, section 11f
When a higher education institution as laid down in Section 11a awards a joint degree together with another higher education institution, it may use the same document for its award as the other higher education institution. Ordinance (2009:1068).

Vice-Chancellor’s delegation of authority

Vice-Chancellor’s delegation to the University director
Chapter 3.4.3.1. Decide upon and issue an examination certificate in education at basic level, advanced level and doctoral level as well as establishing forms for these certificates.
Chapter 3.4.3.3. Issue statements in appealed matters which affect denial of an application relating to an examination certificate at bachelor, master and doctoral levels.

In addition to national regulations and the Vice-Chancellor’s delegation of authority, the following applies to joint and double degrees.

• The vice-chancellor will decide upon a written agreement for education collaboration which leads to joint degree at the doctoral level.
• The vice-chancellor will decide upon a written agreement for collaboration which leads to double degree at the doctoral level.
11 Credit transfer

The Higher Education Ordinance
Chapter 6, section 6
If a student at a higher education institution in Sweden has successfully completed a higher education course or study programme, she or he is entitled to transfer the credits awarded for a course or study programme at another higher education institution. This does not apply, however, if there is a substantial difference between these courses or study programmes. The same applies for students who have successfully completed a course or study programme
1. at a university or higher education institution in Denmark, Finland, Iceland or Norway or a signatory to the Council of Europe's Convention of 11 April 1997 on the Recognition of Qualifications concerning Higher Education in the European Region (Swedish Treaty Series 2001:46), or

Chapter 6, section 7
A student is entitled to transfer credits from a course or study programme other than that laid down in Section 6 if the nature and extent of the knowledge and skills cited by the student are such that they correspond on the whole to the course or study programme for which the credits are to be recognised. A student may also be given credit for corresponding knowledge and skills acquired in a vocational or professional capacity. Ordinance (2006:1053).

Chapter 6, section 8
The higher education institution shall assess whether credits can be awarded for the prior course or study programme or professional or vocational experience. Credits may only be awarded to those who are students unless otherwise provided by statute or ordinance. Ordinance (2010:1064).

Vice-Chancellor's delegation of authority
Vice-Chancellor's delegation to the Dean.
3.3.3.1 Decide upon credit transfer during the studies at doctoral level.
3.3.3.2 Issue statements in appellate matters which affect credit transfer in doctoral level. MAY NOT BE DELEGATED.
3.3.3.3 Decide upon credit transfer of the second year of the master's examination in doctoral education. MAY NOT BE DELEGATED.

In addition to national regulations and the Vice-Chancellor's delegation of authority, the following applies to credit transfer.

- An application for credit transfer must be in writing on the appropriate application form. The recipient at the university must specify the date for receipt of the form.
- Every credit transfer which a doctoral student applies for must be made after a dated individual evaluation of the doctoral student’s knowledge and preparedness in relation to the education which the doctoral student is applying for credit transfer. Routine credit transfers may thus not be made on the basis of prior education.
- Credit transfer of courses which have been examined at bachelor or master level as well as at doctoral level must be justified in the individual study plan.
- The examiner will decide in writing on credit transfer based on the written support which an application for credit transfer is based on. Denials must be justified.
- An application and decisional documents must be diarised.
- Decisions on credit transfer can be appealed to the Higher Education Appeals Board.

* This document has been translated into English. In case of divergence of meaning between the English and Swedish wording of this document, the Swedish wording shall prevail.
12 Documentation in Ladok at doctoral level

The Ordinance on Reporting of Studies, etc. at universities and other higher education institutions
Chapter 1, Section 2,
Every higher education institution must document information on its students. Every higher education institution must keep a student register containing individual information for each student. The register may be kept with the help of automatic data processing. A higher education institution must maintain good internal control over the register, and there must be a description of how the register is kept. (SFS 1993: 1153).
Chapter 7
The register must contain information on all doctoral students. The information may be obtained from the student register at the higher education institution and must cover the following:
1. identity information,
2. the date of admission and the term for the start of studies,
3. subject and district of the higher education institution, in appropriate cases, such as doctoral schools which the government has determined,
4. registration by term and activity,
5. type of study financing,
6. prior education which has provided competence for education at the doctoral level,
7. credit transfers or other included activity in the credits at the higher education institution and, in appropriate cases, if the credit transfer relates to education at bachelor level or master level,
8. institution of higher education in Sweden or in the country where the doctoral student has undergone such education as is referred to in 6 or 7, and
9. for the higher education qualification: the name of the higher education qualification and the subject and the date for issuance of the higher education qualification. (SFS 1993: 1153).

The text of the ordinance does not exist in an official English translation and has been translated for this occasion.

In addition to national regulations the following applies to documentation in Ladok at doctoral level.

Administration procedure for documentation of information in Ladok at the doctoral level at Umeå University governs the working process, the division of responsibility, and what must be documented.

13 Extension of a doctoral studentship or the term of a doctoral grant

The Higher Education Ordinance
Chapter 5, section 7
Appointment to a doctoral studentship shall apply for an indefinite period, however for no longer than until a specified date and never for a period extending more than one year after the award of a PhD of a doctorate in the fine, applied and performing art.
The initial appointment may apply for no longer than one year. An appointment may be renewed for no more than two years at a time.
A person may be appointed to a doctoral studentship for a total of eight years. The total employment period may, however, not exceed the time corresponding to full-time third-cycle study for four years. For courses or study programmes to be concluded with the award of a licentiate degree or a licentiate degree in the fine, applied and performing art the total employment period may not exceed the time corresponding to full-time third-cycle study for two years. The time spent studying by the third-cycle student while not appointed to a doctoral studentship shall be deducted from these periods.
The total period of employment may, however, exceed that stated in the third paragraph if special grounds exist. Such grounds may comprise leave of absence because of illness, leave of absence for service in the defence forces or an elected position in a trade union or student organization, or parental leave. Ordinance (2009:933).

Vice-Chancellor's delegation of authority
Vice-Chancellor's delegation to the Dean
Chapter 3.3.7.9 Decision in light of special grounds in accordance with HEO on the extension of a doctoral studentship or term of a doctoral grant. MAY NOT BE DELEGATED.
Chapter 3.3.7.10 Make decisions under special grounds according to HEO on the extension of a doctoral studentship or time with a doctoral grant as a result of positions in trade unions or student organizations at the central or faculty level. MAY NOT BE DELEGATED.
Chapter 3.3.7.11 Make decisions under special grounds according to HEO on the extension of a doctoral studentship or time with a doctoral grant as a result of positions in trade unions or student organizations at the department level.
Chapter 3.3.7.12 Make decisions under special grounds according to HEO on the extension of a doctoral studentship or time with a doctoral grant as a result of illness, service in the defence forces or time for parental leave.
Chapter 3.3.7.13 Make decisions regarding the extension of a doctoral studentship or time with a doctoral grant as a result of caring for a sick child.

In addition to national regulation and the Vice-Chancellor’s delegation of authority, the following applies to extension of doctoral studentships or terms of doctoral grants.

13.1 Illness

- A doctoral student must report to the employer, in accordance with applicable law and agreement, any absence due to illness.
- If an absence due to illness is relied upon as a particular reason for an extension of doctoral studentship or doctoral grant, this must be conveyed annually to the head of department and the time decided upon for it documented in the individual student plan.
- The determination whether particular reasons for extension on the basis of an absence due to illness exist must be made on the basis of the extent and location of the absence and how this has affected the doctoral student’s possibility of completing the studies on time.
- The head of department will decide upon extension of doctoral studentship or doctoral grant as a consequence of illness.

13.2 Service in the defence forces

- When service in the defence forces is cited as a special ground for extension of a doctoral studentship or the term of a doctoral grant, this must be approved by the Dean. Extension is based on a maximum one year’s work at a time, unless otherwise agreed.

13.3 Position of trust within trade organizations or student organizations

- Under normal circumstances, a doctoral student may be granted a maximum extension of 40 working days per year, not exceeding 120 working days for the entire study period for positions of trust in trade unions or student organisations. Where an individual assignment demands more time, this must be approved by the Dean.
- When a position of trust in a trade union is cited as a special ground for extension of a doctoral studentship or term of a doctoral grant, the extension can be granted for the time leave of absence was taken, within the scope of the above.
- All extensions as a result of special grounds for positions of trust in trade unions or student organisations according to the HEO shall be documented annually in the individual study plan in order to be cited as a special ground for extension.
- When a position of trust within student organisations is relied upon as a particular reason for extension of doctoral studentship or doctoral grant, the extent of the position, to the extent it involves presence in councils, committees and working groups or the like, shall be proved by the convenor or chairperson of these organs.
- When the extension of a doctoral studentship or the term of a doctoral grant as a result of special grounds for positions of trust within trade unions or student organizations according to the HEO is cited, the assignment, scope of assignment and the length of the extension shall be documented in the individual study plan annually.
University level

- When a students' union post on the central university level is cited as a special ground for extension of a doctoral studentship or the term of a doctoral grant, this is counted as equivalent to a maximum one year's assignment at a time, or as the actual period of the assignment, where this is shorter, with the following stipulations:

  University board, strategic councils, university management council in normal cases 10 working days

  Other boards, committees, working groups or similar in normal cases 5 working days

For substitutes which actively participate in the work, constitute the time in which the doctoral student has been active, but in the normal case not to a greater extent than what applies to an ordinary member.

In cases where the extension shall be counted as more than the minimum number of days in accordance with the above, this must be arranged before the doctoral student takes on the assignment and before it begins.

Faculty level

- When extension of a doctoral studentship or the term of a doctoral grant is cited as a special ground as a result of a students' union post at faculty level, this is counted as equivalent to a maximum of one year's assignment at a time, or the time specified here:

  Faculty board and research programmes board in normal cases 10 working days

  Boards, committees, working groups or similar in normal cases 5 working days

  Chairperson/director of the board in a students' union in normal cases 30 working days

  Other post in a student union in normal cases 10 working days

  Chairperson in a doctoral students association in normal cases 25 working days

  Other post in a doctoral student association in normal cases 10 working days

For substitutes which actively participate in the work, constitute the time in which the doctoral student has been active, but in the normal case not to a greater extent than what applies to an ordinary member.

In cases where the extension shall be counted as more than the minimum number of days in accordance with the above, this must be arranged before the assignment is decided on and before it begins.

Department level

- When extension of a doctoral studentship or the term of a doctoral grant is cited as a special ground as a result of a students' union post at department level, this is counted as equivalent to a maximum one year's assignment at a time, or the time specified in accordance with the following:

  Committees, cooperation groups, working groups or similar in normal cases 5 working days

For substitutes which actively participate in the work, constitute the time in which the doctoral student has been active, but in the normal case not to a greater extent than what applies to an ordinary member.
In cases where the extension shall be counted as more than the minimum number of days in accordance with the above, this must be arranged before the assignment is decided on and before it begins.

Costs
Increase in the costs arising as a result of extension of a doctoral studentship or the term of a doctoral grant for students’ union posts or trade union posts within university or faculty level shall under normal circumstances be covered by faculty funds.
In cases where students’ union posts within departments are cited as a reason for extension, the increased costs are covered by funds from the department concerned.

13.4 Parental leave
• Doctoral students shall report parental leave according to applicable laws and agreements.
• When parental leave is cited for extension of a doctoral studentship or the term of a doctoral grant is cited as a special ground, the parental leave time is counted at the earliest from the day when the leave takes effect.
• When temporary parental leave is cited as a special ground for extension of a doctoral studentship or the term of a doctoral grant, equivalent compensation shall be provided.
• When partial leave of absence to care for children is cited as a special ground for extension of a doctoral studentship or the term of a doctoral grant, compensation shall be provided for the corresponding leave that was granted.
• When the extension as result of parental leave is cited as a special ground for extension, this must be documented in the individual study plan annually.

13.5 Temporary parental benefit for care of children
• Temporary parental benefit during a period of compensation for child care must be reported to the employer pursuant to applicable law and agreement.
• When time for temporary parental leave to care for a sick child is cited as a special ground for extension of a doctoral studentship or the term of a doctoral grant, persons who are entitled to parental allowance can include all the days that they are absent for this reason that are registered with the Swedish Social Insurance Agency.
• When caring for a sick child is cited as a special ground for extension of a doctoral studentship or the term of a doctoral grant, compensation can be provided for the corresponding workdays.
• When extension as a result of caring for a sick child is cited as a special ground for extension of a doctoral studentship or the term of a doctoral grant, the time for this shall be documented in the individual study plan annually.

14 Teaching in higher education
• All doctoral students who provide teaching or will teach at bachelor- or master level must have the relevant university level teaching skills.
• All doctoral students shall be offered training to achieve the relevant university level teaching skills.
• When doctoral students are teaching, the training shall be conducted and financed within the framework of employment at the department.
• When the university level teaching training is conducted as part of the doctoral education, it should be documented with the corresponding credits according to the schedule in the individual study plan.

15 Disqualification

The Administrative Procedure Act
Chapter 11
An officer who is charged with dealing with a matter is disqualified, inter alia, in the following circumstances
1. If the matter relates to the handling officer him/herself or to his/her spouse, parent, child, brother or sister, or another closely related person or if the outcome of the matter may involve exceptional benefit or harm for the handling officer him/herself or some other closely related person,
2. If the handling officer or some other closely related person is the legal representative (e.g. guardian) of the person to whom the matter relates or for some person who may expect exceptional benefit or loss from the outcome of the matter,
3. If the matter has been commenced at the authority by appeal or submission of another authority’s decision or on the basis of oversight over another authority, and he has previously participated at the other authority in the final disposition of a matter which concerns the issue,
4. If the handling officer was a representative or, for remuneration, has provided counsel to a person involved in the matter, or
5. If there is another special circumstance that casts doubt on the reliability of the impartiality of the handling officer concerning the matter. If the issue of impartiality is clearly of no importance, disqualification is ignored.
Chapter 12
A person who is disqualified may not deal with an administrative matter. However, he/she may implement measures that no other person can implement without inconvenient delay of the matter.
A person who is aware of a circumstance that may constitute his/her disqualification must reveal this on his/her own motion.

• Education at the doctoral level must be characterised by objectivity and impartiality. All who perform tasks with the education or examination must therefore observe objectivity and impartiality.
• In the performance of such tasks the provisions on conflict of interest in the Administrative Procedures Act apply.
• Anyone who is aware of a circumstance which may be taken to constitute a conflict of interest must personally make it known.
• Special attention must be paid to conflict of interest grounds in connection with the public defence of a doctoral- or licentiate thesis and other instances which entail an authority’s activity towards an individual.
• The relationship between an opponent or a member of an examination board and a doctoral student and a supervisor need not mean that conflict of interest grounds exist.
• A faculty examiner and a member of an examination board are responsible to report in good time before a disputation if there exists any circumstance in relation to a doctoral student or a supervisor which may involve a conflict of interest.
• In the event of an instance which entails an authority’s activity towards an individual, attention should be directed to the question whether the public’s confidence in that authority’s objectivity and impartiality may be disturbed in situations where the supervisor and doctoral student, or persons who are involved in the same reference group, have a close private relationship.
• Kinship conflict of interest may not exist between a supervisor and a doctoral student and should consequently also be avoided between the supervisors who are part of a doctoral student’s supervisory group.
• If a kinship conflict of interest between supervisors cannot be avoided, a notation thereon with a justification must be made in the individual study plan.
The Higher Education Ordinance, Qualifications Ordinance, ANNEX 2
Third-Cycle Qualifications

<table>
<thead>
<tr>
<th>DOCTOR OF PHILOSOPHY</th>
<th>LICENTIATE (LICENTIATEXAMEN)</th>
</tr>
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<tbody>
<tr>
<td><strong>Scope</strong></td>
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<tr>
<td>A Doctor of Philosophy is awarded after the third-cycle student has completed a study programme of at least 240 credits in a subject in which third-cycle teaching is offered.</td>
<td>A Licentiate is awarded either after a third-cycle student has completed a study programme of at least 120 credits in a subject in which third-cycle teaching is offered, or after a third-cycle student has completed one part comprising at least 120 credits of a study programme intended to conclude with the award of a PhD, if a higher education institution decides that a licentiate of this kind may be awarded at the institution.</td>
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<tr>
<td><strong>Outcomes</strong></td>
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<tr>
<td>Knowledge and understanding</td>
<td>Knowledge and understanding</td>
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<tr>
<td>• demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowledge in a limited area of this field, and</td>
<td>• demonstrate knowledge and understanding in the field of research including current specialist knowledge in a limited area of this field as well as specialised knowledge of research methodology in general and the methods of the specific field of research in particular.</td>
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<tr>
<td>• demonstrate familiarity with research methodology in general and the methods of the specific field of research in particular.</td>
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<tr>
<td><strong>Competence and skills</strong></td>
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<tr>
<td>For the degree of Doctor of Philosophy the third-cycle student shall</td>
<td>For a Licentiate the third-cycle student shall</td>
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<tr>
<td>• demonstrate the capacity for scholarly analysis and synthesis as well to review and assess new and complex phenomena, issues and situations autonomously and critically</td>
<td>• demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake research and other qualified tasks within predetermined time frames and to review and evaluate such work.</td>
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<tr>
<td>• demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake research and other qualified tasks within predetermined time frames and to review and evaluate such work.</td>
<td>• demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake a limited piece of research and other qualified tasks within predetermined time frames in order to contribute to the formation of knowledge as well as to evaluate this work,</td>
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<tr>
<td>• demonstrate through a dissertation the ability to make significant contribution to the formation of knowledge through his or her own research.</td>
<td>• demonstrate the ability to identify the personal need for further knowledge and</td>
</tr>
<tr>
<td>• demonstrate the ability to make significant contributions to the formation of knowledge through his or her own research</td>
<td>• demonstrate the skills required to participate autonomously in research and development work and to work autonomously in some other qualified capacity.</td>
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<tr>
<td>• demonstrate the ability to make significant contributions to the formation of knowledge through his or her own research and</td>
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<td>• demonstrate the ability to identify the need for further knowledge and</td>
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<tr>
<td>• demonstrate the capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity.</td>
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<tr>
<td><strong>Judgement and approach</strong></td>
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<tr>
<td>For the degree of Doctor of Philosophy the third-cycle student shall</td>
<td>For a Licentiate the third-cycle student shall</td>
</tr>
<tr>
<td>• demonstrate intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics, and</td>
<td>• demonstrate the ability to make assessments of ethical aspects of his or her own research</td>
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<tr>
<td>• demonstrate specialised insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how this is used.</td>
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</tr>
<tr>
<td><strong>Research thesis (doctoral thesis)</strong></td>
<td><strong>Thesis</strong></td>
</tr>
<tr>
<td>For a degree of Doctor of Philosophy the third-cycle student shall have been awarded a pass grade for a research thesis (doctoral thesis) of at least 120 credits.</td>
<td>For a Licentiate the third-cycle student shall have been awarded a pass grade for a research thesis of at least 60 credits.</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
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<tr>
<td>Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in this qualification descriptor shall also apply for a degree of Doctor of Philosophy with a defined specialisation. Ordinance (2008:132).</td>
<td>Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in this qualification descriptor shall also apply for a Licentiate with a defined specialisation.</td>
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</tbody>
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