



UMEÅ UNIVERSITY

PROCEDURES FOR DOCUMENTING INFORMATION IN LADOK – THIRD-CYCLE AT UMEÅ UNIVERSITY

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¹ This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



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1. Description

The procedures for documenting information in Ladok for third-cycle studies at Umeå University aim to create a uniform and functioning method for managing information about all of the University's doctoral students. These procedures guarantee high quality information management that is efficient, legally secure, and equal. This will enable the creation of more relevant data for both internal and external parties.

These procedures will provide support to administrative staff and teachers who process, take decisions, and document doctoral students' activities and other details in Ladok. The procedures apply to all faculties, units and equivalent at Umeå University.

2. Background

The Ordinance on the Reporting of Studies in Higher Education (1993:1153) stipulates that all higher education institutions must record information about students in a university register. The register is designed to ensure that the information about applicants to a course or programme, previous studies, and grades is recorded (1993:1153). The Ordinance regulates the information that must be documented and how it may be distributed. It also explains how the information is to be presented in the university's annual reports. Umeå University documents this information in the Ladok system.

External parties such as Statistics Sweden, the Swedish Higher Education Authority and the Ministry of Education and Research obtain information to be used as a basis for national statistics and decisions. Other government agencies and the Umeå University student unions can also access this information. Each year, Statistics Sweden provides instructions on reporting information about doctoral students. These instructions emphasise how reporting must be of a high quality, as the results are used as a basis for political decisions (Ladok reporting of information from third-cycle studies, autumn 2018 – Instruction. Statistics Sweden and the Swedish Higher Education Authority).

The Rule for university-wide policy documents states that a number of perspectives must be integrated into new and revised Umeå University policy documents. Policy documents must also include an analysis of the document's impact on gender equality.

The (doctoral) student perspective has been integrated into this document. Due to the content and nature of this document, the work environment, collaboration, accessibility, and internationalisation perspectives have not been integrated. This policy document is not considered to have any consequences for gender equality at Umeå University.

3. Definitions

3.1. Doctoral student

A doctoral student is a student who has been admitted to and pursues third-cycle studies (Higher Education Ordinance, 1993:100, Chapter 1, Section 4).



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3.2. Examiner

Examination grades shall be determined by a teacher specially nominated by the higher education institution (the examiner) (Higher Education Ordinance, 1993:100, Chapter 6, Section 32). An examiner must be a teacher from Umeå University who has been appointed as per the Vice-Chancellor's decision-making and delegation procedure. Further delegation may apply in faculty delegations of authority.

4. Approved leave from studies

When doctoral students take approved leave from their studies, this must be registered in Ladok. State the start date and the date when the student will resume their studies, if known. This applies to all leave taken during one semester when the doctoral student's activity will be zero per cent.

5. Discontinuation of course packaging

There are various reasons for discontinuation of course packaging. When doctoral students choose to discontinue or do not complete their studies, this must be documented. These students will subsequently no longer be included in national statistics. Once a degree certificate has been issued, doctoral students will automatically have their registration terminated in Ladok.

Doctoral students wishing to discontinue their course packaging ahead of completion will have to sign a form or wait for a formal decision to be taken. Once this is finalised, it will be registered in Ladok as a non-completion. Doctoral student must be made aware that they will no longer be able to conduct third-cycle studies at the University. If they wish to return to their studies, they will need to wait until a vacant position is advertised and then re-apply.

Discontinuation of course packaging will be registered in Ladok for third-cycle studies when the doctoral student's current address has not been registered.

Discontinuation of course packaging can also take place following a formal decision from the department if the doctoral student has not registered to continue their studies after two years. If the doctoral student returns to their studies, the discontinuation of course packaging will be removed.

However, discontinuation of course packaging may not be used if the doctoral student has not been registered because of the special grounds as outlined in Chapter 5, Section 7 of the Higher Education Ordinance.

Discontinuation of course packaging is used following a decision from the Vice-Chancellor to withdraw supervision and other resources. The discontinuation of course packaging will be lifted following a decision from the Vice-Chancellor re-entitling the doctoral student to supervision and other resources and resumed studies.



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6. Responsibility

The Student Services Office is the system owner for Ladok and must ensure that it is accessible and that users are given training and support. The Student Records Office at the Student Services Office oversees the central management of Ladok for third-cycle studies at Umeå University. The Student Services Office is also responsible for compiling statistics for external users such as Statistics Sweden. They also compile statistics for use within the University, for example, for use in interim and annual reports.

The head of department or whoever has been delegated the task at the doctoral student's home department is responsible for documenting the initial information about a doctoral student. This must take place upon their admission during registration. Subsequent documentation must take place at least three times per year, in conjunction with the biannual reporting dates issued by the Student Records Office, and in conjunction with the follow-up of the individual study plan.

The head of department or whoever has been delegated the task at the doctoral student's home department is responsible for documenting information about each doctoral student in Ladok for third-cycle studies.

The doctoral student, supervisor and examiner must be informed of any changes made in Ladok for third-cycle studies.

All doctoral students must register before each semester using the intended form. The doctoral student must also state their degree of activity and use the intended form to notify the University of any discontinuation of course packaging. The doctoral student must also provide the examiner with the relevant documents for examined courses and seminars. Doctoral students must use the intended form to apply for their degree certificate. If necessary, doctoral students can protect their personal data by applying to the Student Records Office at the Student Services Office.

The department will provide the Student Records Office at the Student Services Office with the names of the graduate schools where their doctoral students are registered.

The Degree Evaluation Office at the Student Services Office ensures that the necessary details are documented in Ladok when the degree certificate is issued.

7. What needs to be documented?

The head of department or whoever has been delegated the task ensures – in addition to what is outlined in the Vice-Chancellor's decision-making and delegation procedure – that the following information about doctoral students is documented in Ladok:

- decision and information upon admission (all fields must be completed)
- biannual registration of doctoral students
- degree of activity stated as a percentage
- type(s) of funding
- information about supervisor
- change of supervisor, change of subject, etc.



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- credits awarded
- crediting
- follow-up date for individual study plan
- date of mid-way review or equivalent
- that “required courses” have been completed
- grade and date of approved doctoral thesis/licentiate thesis
- discontinuation of course packaging
- any graduate school where the doctoral student is registered

The examiner is responsible for

- attesting results
- informing the department about the date of the successful mid-way review or equivalent
- informing the department about examined courses
- informing the department that all courses have been completed
- ensuring that the thesis defence or licentiate seminar have been approved and the minutes have been signed before a degree certificate is issued

Forms

Several forms are available to help with working with Ladok for third-cycle studies. Contact the department’s administrator or the supervisor if there is any uncertainty about what needs to be completed. The following university-wide forms are to be used as a basis for documentation in Ladok for third-cycle studies.

- Documents for registering information in Ladok for admissions to third-cycle courses and programmes
- Individual study plan that may contain additional information for the various departments
- Follow-up of the individual study plan
- Doctoral student activity and registration
- Doctoral student’s funding
- Form: “all courses complete” for doctoral students
- Changing supervisor or department
- Discontinuation of course packaging from doctoral studies

Each faculty may have additional forms.

Quick guides

The university-wide quick guides for using Ladok for third-cycle studies, containing references and support for how and when information is to be documented, is administrated by the Student Records Office at the Student Services Office. The quick guides are updated regularly and when needs arise. They can be accessed via the staff website.